

Meeting of the Delegates

11.19.24

Southridge – Wildcat



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

Agenda

- | | | |
|-------|---|-----------|
| I. | Call to Order | 6 p.m. |
| II. | Guest Speaker – Centennial Water | 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 | 6:25 p.m. |
| VI. | Approval of the Meeting Minutes of Action from the October 22, 2024
Meeting of the Delegates | 6:26 p.m. |
| VII. | Member Forum <i>Three-minute time limit</i> | 6:28 p.m. |
| VIII. | Board of Directors Report <i>Monica Wasden</i> | 6:35 p.m. |
| IX. | Director Comments | 6:40 p.m. |
| X. | General Manager Report <i>Mike Bailey</i> | 6:45 p.m. |
| XI. | Department Updates <ul style="list-style-type: none">• Events <i>Sarah Mirick</i> | 6:50 p.m. |
| XII. | Continued Business | 7:00 p.m. |
| XIII. | New Business | 7:05 p.m. |
| XIV. | Delegate Forum <i>Three-minute time limit</i> | 7:10 p.m. |
| XV. | Adjournment | 7:20 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, January 21, 2025.

Meeting of the Delegates Minutes

Minutes from October 22, 2024



Agenda

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

President Wasden called the meeting to order at 6:01 p.m.

Agenda item: Guest Speaker, Highlands Ranch Metro District **Presenter:** Stephanie Stanley

Stephanie Stanley, Highlands Ranch Metro District, presented a PowerPoint. Within her PowerPoint:

- A highlight of the importance of continued collaboration between HRCA and HRMD in Highlands Ranch
 - Information regarding the Citizens Academy that HRMD hosts. Applications are live through November 15.
 - An update on the online Dashboard that HRMD is launching.
 - An update on HRMD's capital projects, including Toepfer Park and the Southpark Pickleball Complex.
 - An update on the Senior Center opening, which is TBD.
 - Information regarding the Metro District election. Self-nominations will occur in early 2025. For more information, Ms. Stanley suggested people go to HRMD's website.
 - 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.

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

Conclusions:

A quorum was established; 22,742 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 September 17, 2024, Meeting **Presenter:** Monica Wasden

Conclusions:

The September 2024 minutes were approved — motioned by Mark Dickerson, representing District 110, and seconded by Mike Millington, representing District 108. Motion carried.



Agenda item: Member Forum

Presenter: Members

Discussion:

Bob Marshall | Shared regarding his upcoming election and platform. Bob asked Delegates to vote for him this election cycle.

Agenda item: Continued Business

Presenter: Delegate Body

Discussion:

Brice Kahler discussed the 2025 budget process and reviewed the PowerPoint presentation from the September 2024 meeting.

Time was allotted for Q & A.

Action - Vote on the 2025 Budget: Greg Herman, representing District 17, made a motion to approve the 2025 Budget, Andy Jones, representing District 25 seconded. Motion to approve the 2025 Budget carried.

Agenda item: Board of Directors Report

Presenter: Monica Wasden

Conclusions:

President Wasden presented a PowerPoint. Within her report:

- An update regarding Wildcat Regional Park. The next presentation to COSAC will be November 7, at 5:30 p.m. Delegates are welcome to attend and support the request.
- Information regarding the 2025 Board and Delegate Meeting Calendar and 2025 Guest Speaker Schedule
- Discussion: Time was allotted for Delegate Q&A.

- **Action – Vote on the 2025 Board and Delegate Meeting Calendar:** Melissa Smesseart, representing District 77, made a motion to approve the 2025 Board and Delegate Meeting Calendar, and Elizabeth Strock, representing District 16 seconded. Motion to approve the 2025 Board and Delegate Meeting Calendar carried.
- **Action – Vote on the 2025 Guest Speaker Schedule:** Greg Herman, representing District 17, made a motion to approve the 2025 Guest Speaker Schedule, and Jean Rehnke, representing District 20 seconded. Motion to approve the 2025 Guest Speaker Schedule carried.



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

Conclusions:

Monica Wasden thanked staff for their work on the budget cycle.

Leo Stegman thanked the Finance Committee and staff for working on the budget.

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

Conclusions:

General Manager Bailey presented a PowerPoint. Within his report:

Thanked everyone involved in the 2025 budget process for their hard work and dedication, including the Delegate body for the way they have been actively involved.

Invited Delegates to take a souvenir from the 2024 Oktoberfest.

Agenda item: Department Updates – Art & Education **Presenter:** Jamie Bouchard

Conclusions:

Jamie Bouchard, Director of Art & Education presented a PowerPoint. Within her presentation:

- Provided an update on staffing and revenue within the department.
- An overview of the children’s classes offered.
- An update on Preschool and enrichment programs, and Universal Preschool enrollment numbers.
- A highlight of all Art and Education offerings. Jamie shared regarding growth in pottery and adult dance.
- Information regarding upcoming fall events and offerings, including the Cotillion, dance recitals, and holiday break camps.
- Time was allotted for Q & A.

Agenda item: New Business **Presenter:** Monica Wasden

- 2025 Board and Delegate Meeting Calendar
- 2025 Guest Speaker Schedule
- **Both items were moved up to the General Manager Report on the agenda and approved.*



Agenda item: Delegate Forum

Presenter: Delegates

Discussion:

Bethany Koch | District 49: Bethany followed up with Delegates regarding her composting efforts. Two events will happen for composting through HRCA, November 2 and 16 in the Westridge parking lot.

Andy Jones | District 25: Andy shared information regarding a resolution the HRMD Board passed that benefits Douglas County Public Schools, specifically within Highlands Ranch. The resolution supports ballot question 5A.

Samuel Betz | District 10: Samuel shared concerns regarding some Halloween decorations that seem over-the-top and display excessive violence. He also shared information regarding the Community Improvement Services response, stating that they only monitor decorations within a specific timeframe.

Mark Dickerson | District 110: Shared information regarding misinformation surrounding the school bond issue, ballot question 5A. He shared accomplishments within the Douglas County School District and that he supports ballot initiative 5A.

Agenda item: Adjournment

Presenter: Monica Wasden

Conclusions:

Motioned by Dennis Epperly representing District 2 and seconded by Mark Dickerson representing District 110. The Meeting of the Delegates was adjourned at 6:45 p.m.

Respectfully submitted,

Jim Allen, Secretary

Meeting of the Board

11.19.24

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 October 2024
 - Approval of the Finance Committee Minutes from September 2024
 - Approval of Architectural Review Committee Minutes from October 2024
 - Approval of the Design Review Committee Minutes from October 2024
 - Approval of 2025 Board and Delegate Meeting Calendar
 - Approval of 2025 Guest Speaker Schedule
 - Approval of Resolution 24_11_04: Administrative and Recreation Budget Adoption
 - Approval of Resolution 24_11_05: Records Inspection and Destruction Policy
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee: Review and approval of the October 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, January 21, 2025.

Meeting of the Board Minutes

Minutes from October 22, 2024



Agenda item: Call to Order

Presenter: Monica Wasden

Conclusions:

The meeting was called to order at 6:53 p.m.

Agenda item: Establishment of Quorum/Roll Call

Presenter: Dan DeBacco

Conclusions:

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

Agenda item: Proof of Notice of Meeting

Presenter: Dan DeBacco

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 September 2024
- Approval of Finance Committee Minutes from August 2024
- Approval of Architectural Review Committee Minutes from September 2024
- Approval of the 2025 Facility Closure Schedule
- Approval of the 2025 Election Cycle
- Approval of the 2025 Holiday Schedule

Conclusions:

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



Agenda item: Member Forum

Presenter: Members

Discussions:

None

Agenda item: Director Comments

Presenter: Board of Directors

Discussions:

Dan DeBacco: Thanked the staff and Finance Committee for their work on the budget.

Jim Allen: Shared he was thankful that Mike Bailey is recovering well from his injury.

Agenda item: Committee Reports

Presenter: N/A

Discussions:

Delegate Meeting:

Finance Committee: Brice Kahler presented the September 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:

Motion was made by Leo Stegman and seconded by Dan DeBacco to approve the September 2024 Finances. Motion carried.

Agenda item: General Manager Report

Presenter: Mike Bailey

Discussions:

General Manager Mike Bailey commented on the following:

- Thanked the staff and Brice Kahler for their diligent work on the Budget.
- Reminded the Board regarding the Staff Holiday Party on December 12.



Agenda item: Continued Business

Discussions:

Action – Vote on the 2025 Budget: Jim Allen made a motion to approve the 2025 Budget and Dan DeBacco seconded. Motion to approve the 2025 Budget carried.

Agenda item: New Business

Discussions:

None

Agenda item: Delegate Forum

Presenter: Delegates

Discussions:

None

Agenda item:: Adjournment

Monica Wasden

Conclusions:

The Board of Directors Meeting went into recess at 7:02 p.m., motioned by Jim Allen and seconded by Todd Landgrave. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Jim Allen



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

September 16, 2024, Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center

FC Members Present:

Ron Welk
Jennifer Harris
Leighton Stephenson
Michael Flower

FC Members Absent:

Shane Callahan
Homar Alvarado

Staff Members Present:

Brice Kahler, CFO
Emily Arnold, Accounting Manager

Board Members and Visitors Present:

Leo Stegman, Board Treasurer

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 discussed an applicant who was interviewed prior to the start of the meeting. After discussion, the Committee voted unanimously to add Erik Vaska as a member of the Finance Committee.
3. The Finance Committee reviewed the August 19, 2024, Finance Committee meeting minutes.

A motion was made to accept the August 19, 2024, HRCA Finance Committee meeting minutes as presented. The motion was approved unanimously.

Motion: Leighton Stephenson Second: Ron Welk

4. The Finance Committee reviewed and discussed the August 31, 2024, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials, operating funds, and programs. Consolidated net revenues are below budget YTD by \$407K. The budget shortfall is due to non-cash loss on disposal of assets totaling \$415K. Without these disposals, HRCA is \$8K ahead of budget. Driving revenues are insurance reimbursements from tornado damage, grants, and program revenue.

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

Motion: Jennifer Harris Second: Leighton Stephenson

5. The Finance Committee next discussed the 2025 Budget which was reviewed in detail on September 9, 2024.

A motion was made that the HRCA Finance Committee endorse the 2025 HRCA Budget, as drafted, and recommend that said budget be approved by the HRCA Board of Directors and Delegates. The motion was approved unanimously.

Motion: Michael Flower Second: Ron Welk

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager

Architectural Review Committee MEETING MINUTES

Meeting Date: October 02, 2024

Aspen/Vail Conference Room: Eastridge Recreation Center
9568 S University Blvd – Highlands Ranch, CO 80130



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
Jeff Rohr (JR)	✓		
Kate Landauer (KL)	✓		
Patricia Callies (PC)	✓		
Jeff Buttermore (JB)			✓
Dawn Keating (DK)	✓		
Jenna Nygren (JN)			✓

Also in attendance:

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

II. REVIEW OF MINUTES

A. Review of September 18, 2024 ARC Meeting Minutes.

a. **DISCUSSION:**

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

b. **ACTION:**

- A motion was made to **APPROVE** the September 18, 2024 Meeting Minutes **AS PRESENTED** by JR, seconded by PC.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- Motion **PASSES**.

III. TRIBUNAL RULINGS REVIEW

- There were no Tribunal Rulings to review.
- WB noted there were two Tribunal Hearings held on September 19th; however, the Rulings were not expected to be released by the Tribunal Officer until October 10th.

IV. RESIDENTIAL APPOINTMENTS

- There were no residential appointments.

Architectural Review Committee Meeting Minutes

October 02, 2024

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V. NEW BUSINESS

Architectural Reviews. The Committee Members reviewed the following submittals:

A. **5453 GLENSTONE LANE** - Deck.

a. **DISCUSSION:**

- i. The ARC noted that they appreciated that the applicant revised the design so that the bridge/stairs would be five-feet from the property line/fence line versus the original two-feet proposed.
- ii. Discussion around requiring landscaping screening between bride/stairs and fence; however, it was decided that because the existing height of the deck (above the fence line by approximately four-feet), a landscaping screen wouldn't be effective. The ARC considered the distance from the deck/bridge/stairs to the abutting neighbor in their decision

b. **Action:**

- i. Motion (by: JR, 2nd by: KL) to **APPROVE**.
 3 member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain**.
Dissenting Opinion: The deck/bridge/stairs are too high and too close to the fence.
- ii. Motion **PASSES**.

B. **9222 CAMELBACK STREET** - Paint (Main Pedestrian Door Only).

a. **DISCUSSION:**

- i. The ARC was adamant that the selected paint color is not used elsewhere on the house, but was okay with it used on the main pedestrian (e.g., front) door.

b. **ACTION:**

- i. Motion (by: DK 2nd by: JR) to **APPROVE**.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.

C. **763 EMBERLOW LANE** - Addition.

a. **DISCUSSION:**

- i. The ARC was concerned about the quantity of metal roofing proposed on the addition; however, the ARC did appreciate the color selection of the metal roofing.
- ii. The ARC acknowledged that the project would require review and approval by the Backcountry HOA as well.

b. **ACTION:**

- i. Motion (by: DK, 2nd by: PC) to **APPROVE**.
 3 member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain**.
Dissenting Opinion: The addition creates roof peaks that are off balance and there is too much metal roof.
- ii. Motion **PASSES**.

D. **8921 STONECREST** - Pool.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

- i. Motion (by: JR, 2nd by: PC) to **APPROVE**.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

October 02, 2024

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E. **9830 GOLDFINCH LANE** - Xeriscaping.

a. **DISCUSSION:**

- i. The ARC was concerned that the design had nominal visual interest. The design needs more "undulation" in materials versus the "linear" approach presented.
- ii. The ARC is opposed to the installation of a tall juniper "wall" surrounding the mulch and is specifically opposed to them being utilized along the public sidewalk.
- iii. The ARC encourages the applicant to review the Pre-Approved Xeriscape plans available within the RIGs and either use one of those or present a plan that utilizes the recommended plant species.
- iv. The ARC delegates further review of a revised submittal to Staff.

b. **ACTION:**

- i. Motion (by: PC, 2nd by: DL) to **DENY WITH OPTION TO REAPPLY**.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.

F. **10338 BLUE HERON CT** - Paint.

a. **DISCUSSION:**

- i. The ARC felt the selected color has too much "purple" in it to be used as the main body color. The ARC noted that the manufacturer's information for this color included a statement that states: "violet undertones."
- ii. JW noted that she has provided the applicant with alternative colors that are in the same family of "blues," but do not have "purple/violet" undertones. The ARC reviewed these colors and agreed they would be acceptable.
- iii. The ARC delegates further review of a revised submittal to Staff.

b. **ACTION:**

- i. Motion (by: JR, 2nd by: DK) to **DENY WITH OPTION TO REAPPLY**.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.

VI. STAFF COMMENTARY

- A. WB discussed updated language to §2.44 of the RIG's to more clearly define what is acceptable for use for Backyard Café/Bistro String Lighting.
- a. Several members were concerned about "over regulation" while other members felt backyard lighting should continue to be prohibited. It was agreed that ARC Approval for this style of lighting would not be required; however, it was also agreed that the language would provide guidance to homeowners that wished to install this type of lighting as well as giving Staff guidance on how to address complaints when received.
 - b. There was concern about the discussion about the height of lighting versus "upper-level decks" and it was agreed that the reference to "upper-level decks" was redundant and should be removed. It was agreed that WB to update the RIGs.
 - c. There was a concern about the distance the lights could be installed from property lines. It was agreed that lighting should be limited to areas greater than five (5) feet from property lines.
 - d. There was a concern about the hours of operation. It was agreed, for consistency, that the hours of operation (e.g., turned off) should match what Holiday Lights (11:00pm).

VII. ADJOURNMENT

- A. With no further business the **meeting was adjourned at 7:05 p.m.**

Architectural Review Committee Meeting Minutes

October 02, 2024

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VIII. APPROVAL OF THESE MEETING MINUTES

- A. At the November 06, 2024, Architectural Review Committee Meeting, these minutes were reviewed.
- a. **DISCUSSION:**
- i. None.
- b. **ACTION:**
- i. Motion (by: JR, 2nd by: PC) to **APPROVE AS PRESENTED**.
 5 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**
 - ii. Motion **PASSES**.

Architectural Review Committee MEETING MINUTES

Meeting Date: October 16, 2024

Aspen/Vail Conference Room: Eastridge Recreation Center
9568 S University Blvd – Highlands Ranch, CO 80130



I. CALL TO ORDER

The meeting was **called to order** at **5:32 p.m.** by **J. Wessling (JW)**

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

Member Name	Present	Absent	Excused
Jeff Rohr (JR)	✓		
Kate Landauer (KL)			✓
Patricia Callies (PC)		✓	
Jeff Buttermore (JB)	✓		
Dawn Keating (DK)			✓
Jenna Nygren (JN)	✓		
Open			
Open			
Open			

Also in attendance:

Jayma **Wessling** (JW), HRCA: Residential Improvement Coordinator

II. REVIEW OF MINUTES

A. **Review of October 2, 2024 ARC Meeting Minutes.**

a. **DISCUSSION:**

- i. With only one Committee Member present from the October 2, 2024 meeting, review was table to the next meeting.

III. TRIBUNAL RULINGS REVIEW

- A. There were no Tribunal Rulings to review.

IV. RESIDENTIAL APPOINTMENTS

A. **8432_WILLOW CREEK (MALONE)** – Driveway Expansion Variance Request

a. **DISCUSSION:**

- i. The ARC discussed the height of the driveway compared to the abutting property and determined it followed the grade and included a curb, which directed drainage away from the abutting property.
- ii. Concerns were expressed regarding safety of the height and curb in addition to the overall amount of concrete on the front of the home. It was noted that the lots are wider in this area and other expansions have taken place, not all to the property line.

Architectural Review Committee Meeting Minutes

October 16, 2024

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b. **ACTION:**

- i. Motion (by: JR, 2nd by: JN) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.

V. NEW BUSINESS

A. **741 WALDEN COURT** – Deck, Accessory building, child’s playhouse.

a. **DISCUSSION:**

- i. The ARC noted that this had been previously reviewed and denied due to lack of information. The updated plans showed significant improvement. The playhouse was of no concern due to size.

b. **ACTION:**

- i. Motion (by: JN, 2nd by: JR) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- i. Motion **PASSES**.

B. **1052 MICHENER WAY** – Driveway Expansion.

a. **DISCUSSION:**

- i. The ARC observed that the other homes had similar driveways, and this would be a cohesive improvement.

b. **ACTION:**

- i. Motion (by: JN, 2nd by: JB) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.

C. **1977 MOUNTAIN MAPLE AVE** – Paint. (substituted in place of original paint request)

a. **DISCUSSION:**

- i. This submittal replaced the submittal originally on the Agenda. The original submittal was removed upon the homeowner agreeing to suggested colors which did not require ARC review.
- ii. The ARC examined examples of the paint color in sunlight and on a sample. Emphasizing that the color will not be approved in the future if it considered too bright or out of character for the overall community.

b. **ACTION:**

- i. Motion (by: JB, 2nd by: JN) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

October 16, 2024

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D. **2366 GLENHAVEN DR** – Paint.

a. **DISCUSSION:**

- i. The ARC noted the amount of brick on the home and most of the color would be on the back. The color remained too bright for the side of the garage and the small portion over the entry.
- ii. No comment from the Sub Association, deferred to suggestions made by staff.

b. **ACTION:**

- i. Motion (by: JR, 2nd by: JN) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.

E. **4926 KINGSTON AVE** – Accessory Building.

a. **DISCUSSION:**

- i. The ARC observed the size of the yard compared to the size of the requested accessory building noting that the lack of proportion. Noting that the 8' x 10' x 8'-6" h would be the maximum approved size.

b. **ACTION:**

- i. Motion (by: JR, 2nd by: JN) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.

F. **5526 SAMUEL PEAK** – Lighting.

a. **DISCUSSION:**

- i. The ARC discussed the brightness of the lighting and the size of the numbers. Lighting must be softer and not brighter than what is permitted in the RIGs and yellow in tone.

b. **ACTION:**

- i. Motion (by: JN, 2nd by: JB) to **CONDITIONALLY APPROVE**.

➤ **CONDITION:** Select softer lighting, yellow in tone, no brighter than what's allowed.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.

G. **9618 ADELAIDE CIR** – Accessory Building Metal Roof

a. **DISCUSSION:**

- i. The ARC discussed the roof being out of place for the overall aesthetic and that a shingle matching in color not tile would be acceptable.
- ii. ARC will defer the color decision on the shingle to Staff.

b. **ACTION:**

- i. Motion (by: JB, 2nd by: JN) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

October 16, 2024

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H. 9716 KEENAN – Patio and Water Feature

a. **DISCUSSION:**

- i. Patio is close to the fence line at one slight point. Overall improvement.

b. **ACTION:**

- i. Motion (by: JN, 2nd by: JB) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.
-

I. 9815 WEDGEWOOD – Dog Run (Catio Enclosure)

a. **DISCUSSION:**

- i. Enclosure is below the fence line and does not attach to fence.

b. **ACTION:**

- i. Motion (by: JN, 2nd by: JR) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.
-

J. 9988 COTTONCREEK DR – Dog Run

a. **DISCUSSION:**

- i. The ARC discussed the fence meeting the five (5) foot height for privacy fences and the arbor over the gate could stay due to low visibility. Gate must match the drawings and not have a curved top.

b. **ACTION:**

- i. Motion (by: JN 2nd by : JR) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

- ii. Motion **PASSES**.
-

VI. STAFF COMMENTARY

- A. Nothing Presented.

VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **7:00 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. At the November 06, 2024, Architectural Review Committee Meeting, these minutes were reviewed.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

- i. Motion (by: JR, 2nd by: JR) to **APPROVED AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
??	??	??

- ii. Motion **PASSES**.



MEETING MINUTES DEVELOPMENT REVIEW COMMITTEE

Meeting Date: Wednesday – October 09, 2024

I. CALL TO ORDER

The meeting was called to order at 6:02 p.m. by W. **Bryant**

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

Member Name	Present	Absent	Excused
Greg Banks	✓		
Michael Burmeister	✓		
Zell Cantrell	✓		
Kyle Matthews	✓		
Erik Okland	✓		
Dawn Vaughn	✓		
Vacant			

Also in attendance:

Brian **Long**, Applicant: MEDesign Architectural Group
 Robert **Morris**, CEO (Owner): Complete Care
 Dr. Adrian **Miranda**, Medical Director: Complete Care
 Woody **Bryant**, HRCAs: Director of Community Improvement Services
 John **Mezger**, HRCAs: Commercial Compliance Technician

II. PREVIOUS BUSINESS

A. Review of July 10, 2024 DRC Meeting Minutes.

a. DISCUSSION:

i. M. **Burmeister** was concerned with the ambiguity in §III.d.iii.1 and suggested that “closing the bottom gap” be added to ensure the DRC’s intent was understood.

b. ACTION:

i. A motion was made to **APPROVE WITH REVISION AS DISCUSSED**, the July 10, 2024 Meeting Minutes by G. **Banks**, seconded by Z. **Cantrell**.

5 member(s) **Concur** | **0** member(s) **Dissent** | **1** member(s) **Abstain**.
 Abstention: K. **Matthews**. Not present at July 10, 2024 meeting.

ii. Motion **PASSES**.

B. Review of August 14, 2024 DRC Meeting Minutes.

a. DISCUSSION:

i. D. **Vaughn** noted a spelling error in §V.A.

b. ACTION:

i. A motion was made to **APPROVE WITH REVISION AS DISCUSSED**, the



August 14, 2024 Meeting Minutes by D. **Vaughn**, seconded by Z. **Cantrell**.

5 member(s) **Concur** | **0** member(s) **Dissent** | **1** member(s) **Abstain**.
Abstention: G. **Banks**. Not present at the August 14, 2024 meeting.

ii. Motion **PASSES**.

III. NEW BUSINESS

A. **CEC Highlands Ranch, LLC** (aka Complete Care), 2680 E County Line Rd, Unit H.

a. The applicant proposes a 6,000 sf medical facility (urgent care/emergency services) within a tenant space of the existing Promenade Commercial Center located at 2680 E County Line Road, Unit H (Legal: Lot 1, Highlands Ranch Filing No. 26). Improvements include two exterior canopies: one at the main entrance, one at a newly created double-door ambulance drop-off entrance. Additionally, a standby emergency power generator will be placed within a new approximately 32'x20'x12' masonry enclosure in the general vicinity of the existing trash enclosure behind the building.

b. Staff presentation by W. **Bryant**.

i. Reference Staff Memo to DRC dated October 09, 2024.

c. Applicant presentation by B. **Long**.

d. **DISCUSSION:**

i. The initial consensus of the DRC was that the use and design were conceptually acceptable; however, the presentation lacked adequate details for detailed comments.

ii. Ensure that the proposed canopies do not extend into the drive lanes and that there is sufficient space between the proposed "front entrance" canopy and the existing electrical transformer.

iii. Ensure that the colors of the canopies match the colors of the existing cantilever canopies (bronze backer plate, black fascia).

1. NOTE: It is expected that the existing non-cantilever canopy will be removed and replaced with the proposed cantilever canopy at the "front entrance."

iv. The "front entrance" canopy is intended to cover a single "loading" space; however, details for restriping this area were not provided. Add details of how the spaces will be restriped.

v. Understanding that runoff will be routed through the columns and discharged onto the surface, the DRC cautions that this could create an ice-slick hazard in the winter.

vi. Details of the "front entrance" canopy were not provided. The canopy structure, including the columns, must be metal. It is strongly encouraged that 18"Ø (minimum) concrete bases be included to ensure structural



integrity should the columns be hit by a car (or snow plow), similar to the light pole fixtures in the main parking field.

1. As an alternative, the DRC suggested the columns be placed near the edge of walk, with the canopy cantilevering over the loading space as far as was required. This would minimize the chance the columns would be struck by a vehicle; however, the designers may still want to consider some kind of protection of the columns for vehicles that may pull in too far.
 2. Applicant noted that the canopy structure would match design, materials, and colors of the existing cantilever canopies elsewhere on the building.
- vii. The drawings must be updated to reflect the correct size and positioning of both canopies.
 - viii. The top of the generator housing must be completely screened by the planned enclosure. It is acknowledged that the muffler assembly may extend above the enclosure's walls.
 1. It was agreed that, **as a condition of concept approval, the planned generator must include a residential grade muffler.**
 - ix. The generator enclosure must match the materials and colors of the existing trash enclosure, and the steel doors must be powder-coated to match the color of the trash enclosure doors.
 - x. The DRC recommends a 0" reveal ADA ramp across the full width of the front entrance curb, with standard ramp returns at both ends. This will ensure easy access for all patrons, regardless of which side of the car they exit.
- e. **ACTION:**
- i. A motion was made by Z. Cantrell that **the DRC approves the concept; however, directs Staff to continue working with the Applicant to ensure the comments and concerns presented are adequately addressed, and that a resubmittal to the DRC is not necessary (unless Staff has continued concerns that can't be addressed).** Seconded by K. Matthews.

6 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
 - ii. Motion **PASSES**.

IV. NON-AGENDA RESIDENT COMMENTS

A. No "Non-Agenda Resident Comments" were offered.

V. STAFF COMMENTARY

A. No "Staff Commentary" was provided.

VI. ADJOURNMENT



A. With no further business, a motion was made by M. **Burmeister** to adjourn the meeting. Seconded by K. **Matthews**.

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

B. Motion **PASSES**. The **meeting was adjourned** at 6:56 p.m.

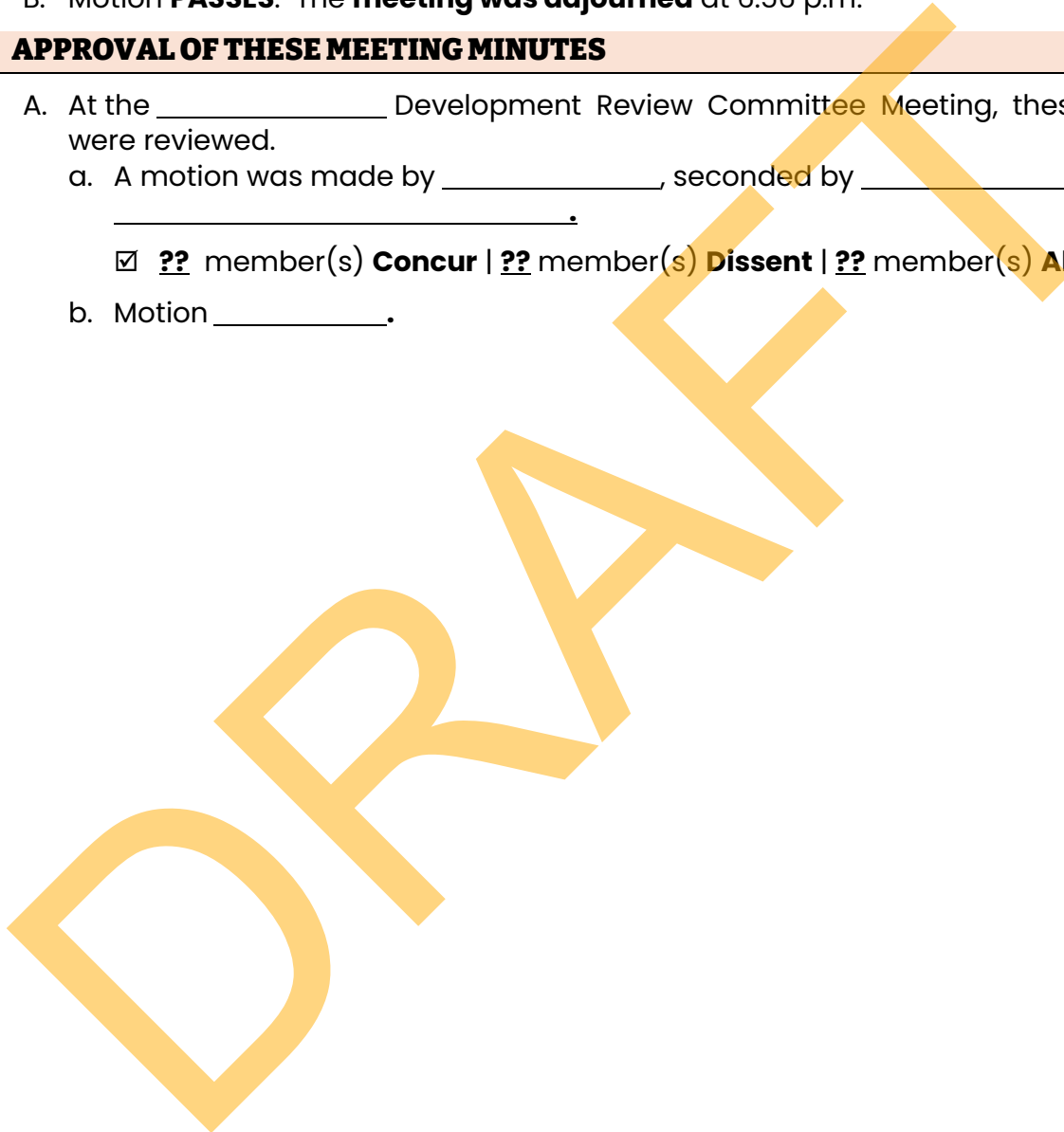
VII. APPROVAL OF THESE MEETING MINUTES

A. At the _____ Development Review Committee Meeting, these minutes were reviewed.

a. A motion was made by _____, seconded by _____ to _____.

?? member(s) **Concur** | ?? member(s) **Dissent** | ?? member(s) **Abstain**.

b. Motion _____.





2025 DELEGATE AND BOARD MEETING SCHEDULE

MONTH	DATE	DAY OF THE WEEK	DETAILS
January	13	Monday	3:30 p.m. Board Working Session
	21	Tuesday	6 p.m. Delegate/Board Meeting
February	10	Monday	3:30 p.m. Board Working Session
	18	Tuesday	6 p.m. Delegate/Board Meeting
March	10	Monday	3:30 p.m. Board Working Session
	25*	Tuesday	6 p.m. Delegate/Board Meeting
April	11	Friday	9 a.m. Board Vision Retreat
	22*	Tuesday	6 p.m. Delegate/Board Meeting
May	12	Monday	3:30 p.m. Board Working Session
	20	Tuesday	6 p.m. Delegate/Board Meeting
June	9	Monday	3:30 p.m. Board Working Session
	17	Tuesday	6 p.m. Delegate/Board Meeting
July	14	Monday	3:30 p.m. Board Working Session
	22*	Tuesday	6 p.m. Delegate/Board Meeting
August	8	Friday	9 a.m. Board Vision Retreat
	19	Tuesday	6 p.m. Delegate/Board Meeting
September	8	Monday	3:30 p.m. Board Working Session
	16	Tuesday	6 p.m. Delegate/Board Meeting
October	13	Monday	3:30 p.m. Board Working Session
	21	Tuesday	6 p.m. Delegate/Board Meeting
November	10	Monday	3:30 p.m. Board Working Session
	18	Tuesday	6 p.m. Delegate/Board Meeting
December	9	Tuesday	Volunteer Appreciation Event

The Board of Directors meeting immediately follows the monthly Tuesday, 6 p.m. Delegate meeting. All Board Working Session/Vision Retreats are held at Eastridge. All Delegate/Board meetings are held at Southridge. The meetings listed above, and all other HRCA Committee meetings are open to our members.



**2025 DELEGATE GUEST
SPEAKER SCHEDULE**

MONTH	DATE	DAY OF THE WEEK	GUEST SPEAKER
January	21	Tuesday	Douglas County Assessor's Office Woody Bryant (<i>CIS</i>)
February	18	Tuesday	Douglas County Public Works Department Mark Giebel (<i>Backcountry</i>)
March	25	Tuesday	Douglas County Schools Tyler Kurapkat (<i>Aquatics</i>)
April	22	Tuesday	Highlands Ranch Metro District Chad Mejia (<i>Sports & Fitness</i>)
May	20	Tuesday	State Demographer Jamie Bouchard (<i>Arts & Education</i>)
June	17	Tuesday	Centennial Water Rebecca Ruiz (<i>Marketing & Communications</i>)
July	22	Tuesday	Douglas County Commissioners Sarah Mirick (<i>Events</i>)
August	19	Tuesday	South Metro Fire Department Curt Avery (<i>Safety & Training</i>)
September	16	Tuesday	Douglas County Sheriff's Office Mark Giebel (<i>Backcountry</i>)
October	21	Tuesday	Budget Presentation Chad Mejia (<i>Sports & Fitness</i>)
November	18	Tuesday	Highlands Ranch Metro District Jamie Bouchard (<i>Arts & Education</i>)
December	9	Tuesday	Volunteer Appreciation Event

The above schedule is subject to change due to availability.

**RESOLUTION 24_11_04
OF
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

SUBJECT: Adoption of the 2025 proposed budget of Highlands Ranch Community Association, Inc. (the “Association”).

PURPOSE: To approve the 2025 proposed budget of the Association.

AUTHORITY: The Community Declaration for Highlands Ranch Community Association, Inc. (the “Declaration”), the Bylaws of Highlands Ranch Community Association, Inc., as amended, and the Articles of Incorporation of the Association and Colorado law.

EFFECTIVE DATE: November 19, 2024

RESOLUTION: WHEREAS, the Association adopts an annual Budget for each calendar year pursuant to Section 8.22 of the Declaration, which Budget includes the Administrative Function Funds, Recreation Function Funds, and the Reserve Funds; and

WHEREAS, in compliance with Section 8.22 of the Declaration, the Board of Directors for the Association (the “Board”) caused a proposed Budget for the 2025 calendar year to be prepared at least sixty (60) days prior to commencement of the 2025 calendar year; and

WHEREAS, the proposed Budget has been reviewed by the Finance Committee, Delegates and the Board, and each Delegate to the Association has received a copy of the proposed Budget; and

WHEREAS, the Budget for the calendar year 2025 specifies the levy for the Administrative Function Common Assessment at \$64.00 and the Recreation Function Common Assessment at \$620.00 and also complies with the requirements of Section 8.22 of the Declaration.

NOW THEREFORE, BE IT RESOLVED, by the Board that the 2025 Budget is hereby adopted, as recommended by the Association’s Finance Committee and the Delegates.

Following this approval, a copy of the 2025 Budget shall be posted at the Association's principal office, published in the January issue of the Association's newsletter, posted on the Association's website and copies thereof shall be made available by the Association to any Members requesting a copy thereof upon payment of the reasonable expense of copying the Budget.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors on November 19, 2024 and in witness thereof, the undersigned has subscribed his/her name.

**HIGHLANDS RANCH COMMUNITY
ASSOCIATION, INC., a Colorado nonprofit
corporation**

By: Monica Wasden, President

**RESOLUTION 24_11_05
OF
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

RECORDS INSPECTION, RETENTION, AND DESTRUCTION

SUBJECT: Adoption of a revised Policy Statement governing records inspection, retention, and destruction for Highlands Ranch Community Association, Inc. (the “Association”).

PURPOSE: To comply with Colorado law and provide guidance to residents and staff regarding Association records inspection, retention, and destruction.

AUTHORITY: The Community Declaration for Highlands Ranch Community Association, Inc. (the “Declaration”), the Bylaws of Highlands Ranch Community Association, Inc., as amended, and the Articles of Incorporation of the Association and Colorado law.

EFFECTIVE DATE: November 19, 2024

RESOLUTION: WHEREAS, C.R.S. § 38-33.3-209.5 requires the Association to adopt policies governing the inspection and copying of records; and

WHEREAS, the Association desires to ensure that its policy governing inspection and copying aligns with current Colorado law; and

WHEREAS, the Association also creates and retains certain documents that may not constitute records of the Association; and

WHEREAS, the Association desires to specify the timeframes during which certain records and other documents will be retained and may be destroyed.

NOW THEREFORE, BE IT RESOLVED, by the Board that the Policy Statement: Records Inspection, Retention, And Destruction is hereby adopted.

Following this adoption, a copy of the Policy Statement shall be posted at the Association’s principal office, referenced in the January issue of the Association’s newsletter, posted on the Association’s website and copies thereof shall be made

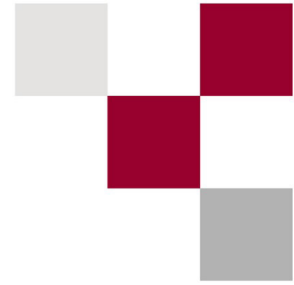
available by the Association to any Members requesting a copy thereof in accordance with the terms of the Policy Statement.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors on November 19, 2024 and in witness thereof, the undersigned has subscribed his/her name.

**HIGHLANDS RANCH COMMUNITY
ASSOCIATION, INC., a Colorado nonprofit
corporation**

By: Monica Wasden, President



POLICY STATEMENT

RECORDS INSPECTION, RETENTION, AND DESTRUCTION OF HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.

ADOPTED: _____

This policy has been adopted by the Highlands Ranch Community Association, Inc., ("Association") pursuant to the provisions of C.R.S. § 38-33.3-209.5, the Community Declaration for Highlands Ranch Community Association, Inc., and the Bylaws of the Highlands Ranch Community Association, Inc. at a regular meeting of the Board of Directors ("Board"). This policy supersedes in its entirety the document retention policy originally adopted on December 20, 2005, as amended.

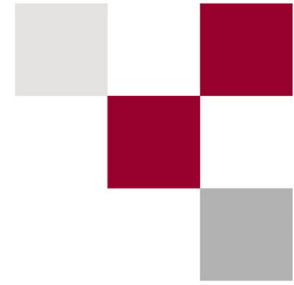
PURPOSE: To establish a uniform policy and procedures for the inspection and copying of Association records by Association Owners; to establish the type of records kept by the Association or its agent; to establish the cost of copying Association records; and to establish provisions and protocols regarding the destruction of Association records.

WHEREAS, the Colorado Common Interest Ownership Act, in C.R.S. § 38-33.3-317, gives all Owners the right, during reasonable business hours, to examine and copy the financial and certain other records of the Association.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing the inspection and copying of Association records:

SECTION 1: ASSOCIATION RECORDS

- I. Association Records. The following shall be the sole records of the Association for purposes of document retention and production to Owners:
 - a. Detailed records of receipts and expenditures affecting the operation and administration of the Association;
 - b. Records of claims for construction defects and amounts received pursuant to settlement of those claims;
 - c. Minutes of all meetings of its Owners and Board, a record of all actions taken by the Owners or Board without a meeting, and a record of all actions taken by any committee of the Board;
 - d. Written communications among, and the votes cast by, Board members that are:
 - i. Directly related to an action taken by the Board without a meeting pursuant to C.R.S. § 7-128-202; or
 - ii. Directly related to an action taken by the Board without a meeting pursuant to the Association's bylaws;
 - e. The names of Owners in a form that permits preparation of a list of the names of all Owners and the physical mailing addresses at which the Association communicates



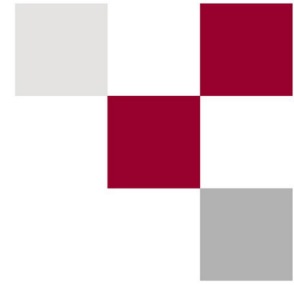
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RECORDS INSPECTION, RETENTION & DESTRUCTION

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- with them, showing the number of votes each Owner is entitled to vote;
- f. Its current Declaration, Covenants, Bylaws, Articles of Incorporation, Rules and Regulations, responsible governance policies adopted pursuant to C.R.S. § 38-33.3-209.5, and other policies adopted by the Board;
- g. Annual financial statements and most recently published financial statements, if any, showing in reasonable detail its assets and liabilities and results of its operations for the past three years and tax returns of the Association for the past seven years, to the extent available;
- h. A list of the names, electronic mail addresses, and physical mailing addresses of its current Board members and officers;
- i. A list of the current amounts of all unique and extraordinary fees, assessments, and expenses that are chargeable by the Association in connection with the purchase or sale of a Unit and are not paid for through Assessments, including transfer fees, record change fees, and the charge for a status letter or statement of Assessments due;
- j. All documents included in the Association’s annual disclosures made pursuant to C.R.S. § 38-33.3-209.4;
- k. Its most recent annual report delivered to the Secretary of State;
- l. Financial records sufficiently detailed to enable the Association to comply with C.R.S. § 38-33.3-316(8) concerning statements of unpaid assessments;
- m. The Association’s most recent reserve study, if any;
- n. Current written contracts to which the Association is a party and contracts for work performed for the Association within the immediately preceding two years;
- o. Records of Board or Committee actions to approve or deny any requests for design or architectural approval from Owners;
- p. Ballots, proxies, and other records related to voting by Owners for one year after the election, action, or vote to which they relate;
- q. Resolutions adopted by the Board relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members;
- r. All written communications within the past three years to all Owners generally as Owners;
- s. The Association’s operating budget for the current fiscal year; and
- t. A list of all Association insurance policies, including, but not limited to, property, general liability, Association director and officer professional liability, and fidelity policies, which list shall include the company names, policy limits, policy deductibles, additional named insureds, and expiration dates of the policies listed.

SECTION 2: REQUEST FOR RECORDS

2. Request for Records. All records maintained by the Association shall be available for examination and copying (including electronic transmission if available) by an Owner or the Owner’s authorized agent. Any Owner or authorized agent requesting records must submit a written request, describing with reasonable particularity the records sought, at least ten (10) days prior to inspection or production of the documents. Records may be inspected and copied between 9 AM and 4 PM, Monday through Friday, except for



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holidays, at the Association’s management offices. Notwithstanding the above, at the Board’s discretion, all records may also be inspected at the next regularly scheduled meeting if such meeting occurs within thirty (30) days after the inspection request has been received. Any permitted inspection must not disrupt the ordinary business activities of the Association or its managing agent, if any.

SECTION 3: CHARGES FOR RECORDS

3. Charges for Records. The Association may impose a reasonable charge, which may be collected in advance and may cover the costs of labor and material, for copies of Association records, which may include the cost or recovery and re-storage of off-site records. The charge may not exceed the estimated cost of production and reproduction of the records, including the costs of copying, mailing, and any necessary special processing. Unless otherwise provided in a Board resolution or in the management agreement for the Association, the pertinent parts of which shall be attached to the policy, the Association will charge twenty-five cents (\$0.25) per page for copies, including electronic scans, of records. If after payment of the deposit it is determined that the actual cost was more than the deposit, Owner shall pay such amount prior to delivery of the copies. If after payment of the deposit it is determined that the actual cost was less than the deposit, the difference shall be returned to the Owner with the copies. There shall be no cost to any Owner accessing records which are required to be disclosed by Colorado law at no cost to Owners.

SECTION 4: PURPOSE OF RECORDS REQUEST

4. Purpose of Records Request. The Association may not condition the production of records upon the statement of a “proper purpose,” except that Association records and the information contained therein shall not be used for any commercial purpose.

SECTION 5: MEMBERSHIP LISTS

5. Membership Lists. A membership list or any part thereof may not be obtained or used by any person for any purpose unrelated to an Owner’s interest as an Owner without the prior consent of the Board. Without limiting the foregoing sentence, without the consent of the Board, a membership list, or any part thereof, may not be (a) used to solicit money or property unless such money or property will be used solely to solicit the votes of the Owners in an election to be held by the Association; (b) used for any commercial purpose; or (c) sold to or purchased by any person.

SECTION 6: RECORDS THAT WILL BE WITHHELD

6. Records That Will Be Withheld. The Association is not obligated to provide certain records to all Owners. Unless otherwise determined by the Board, records maintained by the



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Association will be withheld from inspection and copying to the extent that they are or concern:

- a. Architectural drawings, plans, and designs, unless released upon the written consent of the legal owner of the drawings, plans, or designs;
- b. Contracts, leases, bids, or records related to transactions to purchase or provide goods or services that are currently in or under negotiation;
- c. Communications with legal counsel that are otherwise protected by the attorney-client privilege or the attorney work product doctrine, including but not limited to confidential litigation files and matters covering consultation with legal counsel concerning disputes that are subject of pending or imminent court proceedings or are privileged or confidential between attorney and client;
- d. Disclosure of information in violation of law;
- e. Files dealing with investigative proceedings concerning possible or actual criminal misconduct;
- f. Records of an executive session;
- g. Individual Lots other than those of the requesting Owner;
- h. Inter-office memoranda, preliminary data, working papers and drafts, and general information or investigations which have not been formally approved by the Board of Directors; or
- i. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy.

SECTION 7: RECORDS THAT MUST BE WITHHELD

- 7. Records That Must Be Withheld. Records maintained by the Association are not subject to inspection and copying, and shall be withheld, to the extent that they are or concern:
 - a. Personnel, salary, or medical records relating to specific individuals; or
 - b. Personal identification and account information of members and residents, including bank account information, telephone numbers, electronic mail addresses, driver's license numbers, and social security numbers. However, if a member or resident provides the Association with prior written consent, either by electronic mail or other writing, to the disclosure of either their telephone numbers or electronic mail addresses, or both, the Association may publish that information to other members and residents. The written consent must be kept as a record of the Association and remains valid until the person withdraws it by providing the Association with a written notice of withdrawal of the consent. If a person withdraws his or her consent, the Association is under no obligation to change, retrieve, or destroy any document or record published prior to the notice of withdrawal.

SECTION 8: RECORDS AND DOCUMENT RETENTION

- 8. Records and Document Retention. The Association will preserve records for the time periods set forth below. To the extent that a document referenced below is not within the



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scope of the “records” defined above, such document may be retained and preserved as set forth herein but is not a record of the Association subject to inspection and copying and is not required to be retained or preserved.

a. <u>Bank/Financial Records</u>	<u>Retention Period</u>
Bank Reconciliations.....	2 years
Bank Statements.....	7 years
Cancelled Checks.....	7 years
Correspondence.....	7 years
Electronic Payment Records.....	3 years
Owner Ledgers.....	Term + 3 years
Audit Reports.....	Permanent
Records of claims for construction defects.....	Permanent
b. <u>Accounting Records</u>	<u>Retention Period</u>
Accounts Payable.....	7 years
Account Receivable.....	7 years
Audit Reports.....	Permanent
Chart of Accounts.....	Permanent
Correspondence.....	7 years
Depreciation Schedules.....	Permanent
Expense Records.....	7 years
Financial Statements (Monthly and Annual).....	Permanent
Fixed Asset Purchases.....	Permanent
General Ledger.....	Permanent
Inventory Records.....	7 years
Loan Payment Schedules.....	Term. + 7 years
Tax Returns (Federal, State, Property).....	Permanent
c. <u>Corporate Records</u>	<u>Retention Period</u>
Board Minutes.....	Permanent
Committee Minutes.....	Permanent
Member Meeting Minutes.....	Permanent
Bylaws, Articles, Community Declaration and Supplemental Declarations.....	Current + prior 7 years
Rules and Regulations.....	Current + prior 7 years
Policies and Guidelines.....	Current + prior 7 years
Record of Actions of Board of Directors or Members Taken by Written Ballot or Written Consent in Lieu of a meeting.....	Permanent
Email communications among Board Members directly related to and resulting in a decision made by the Board outside of a meeting.....	Permanent
General email discussions among Board Members which do not result in any decision being made outside of a meeting.....	Not kept



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Record of Waivers of Notices of Meetings of Members, Board of Directors or Committees	Permanent
Board Resolutions.....	Permanent
Business Licenses.....	Permanent
Contracts – Major.....	Term + 7 years
Contracts – Minor.....	Term + 7 years
Correspondence from Legal Counsel.....	Permanent
Non-legal Correspondence.....	7 years
Correspondence to owners generally.....	3 years
Insurance Policies (including expired policies).....	Term + 2 years
Leases/Mortgages.....	Term + 2 years
Patents/Trademarks.....	Permanent
Bids, Proposals.....	Not kept
Reserve Studies.....	Current + prior 3 years
Proxies and Ballots (generally unless otherwise provided herein)	4 years
Proxies and Ballots for Document Amendments.....	Permanent
d. <u>Employee Records</u>	<u>Retention Period</u>
Benefits Plans.....	Current + prior 7 years
Employee Manuals.....	Current + prior 7 years
Correspondence.....	7 years
Employee Files (ex-employees)	Term + 7 years
Employment Applications, Resumes and Other Forms of Job Inquiries, Ads or Notices for Job Opportunities	3 years
Employment Taxes.....	7 years
Payroll Records.....	7 years
Pension/Profit Sharing Plans.....	Permanent
e. <u>Real Property Records</u>	<u>Retention Period</u>
Construction Records.....	Permanent
Correspondence.....	7 years
Warranties.....	Term + 7 years
Leasehold Improvements.....	Term + 7 years
Lease Payment Records.....	Term + 7 years
Real Estate Purchases.....	Permanent
Deed and Easement Documents.....	Permanent
f. <u>Individual Member Files</u>	<u>Retention Period</u>
Architectural Approvals.....	Permanent
g. <u>Miscellaneous</u>	<u>Retention Period</u>
Miscellaneous Documents (not listed elsewhere herein).....	Board's Discretion

SECTION 9: STORAGE

9. Storage. Under this Records Inspection, Retention and Destruction Policy, the Association retains data for periods that may exceed 15 or 20 years, possibly longer. This duration may



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surpass the lifespan of computer networks, drives, software, hand-held devices, storage devices, and related systems. Additionally, the Association may receive electronic documents incompatible with its existing systems. The Association will endeavor to ensure that records are maintained in accessible file formats but is not responsible for changes in technology that render older formats or devices obsolete.

SECTION 10: DESTRUCTION

10. Destruction. The Association creates various documents, data, and other information that does not fall within the defined confines of the “records” of the Association. No attempt will be made to preserve such documents, absent instructions from legal counsel, the General Manager, the Board of Directors, or in the face of known potential litigation. Such documents are not available for inspection or copying by owners. Documents that are records of the Association may be destroyed after the applicable time period set forth above. If the documents to be destroyed are not confidential in nature, it is recommended that they be recycled. If recycling is not possible, the documents may be placed in a trash receptacle. If the documents to be destroyed are confidential in nature, they should be recycled if their confidentiality can be protected or they may be shredded, burned, chemically treated or otherwise made illegible.

SECTION 11: BOARD’S DISCRETIONARY RIGHTS

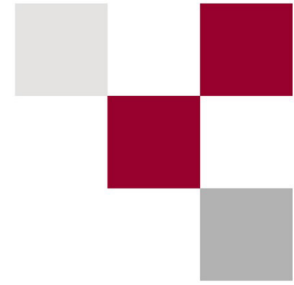
11. Board’s Discretionary Rights. At the discretion of the Board, certain records may only be inspected in the presence of a Board member. No records may be removed from the Association’s principal office without the express written consent of the Board. If an Owner requests to inspect records, the Association may photocopy and provide the requested records to the Owner in lieu of the Owner’s inspection of the records, if consented to and paid for by the Owner.

SECTION 12: COMMERCIAL PURPOSE

12. Commercial Purpose. Association records and the information contained therein shall not be used for commercial purposes.

SECTION 13: NO OBLIGATION TO CREATE DOCUMENTS

13. No Obligation to Create Documents. The Association is not obligated to compile or synthesize information in its records. If the Association agrees to compile or produce information or documents not identified in this policy as an Association record, the Association may charge additional fees to the requesting Owner to cover the actual expenses associated with such compilation or production.



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SECTION 14: DAMAGES

14. Damages. The Association reserves the right to pursue any individual for damages or injunctive relief or both, including reasonable attorneys' fees, for abuse of these rights, including, but not limited to, use of any records for a prohibited purpose.

SECTION 15: DEVIATIONS

15. Deviations. The Board or its agent may deviate from the procedures set forth in this policy if in its sole discretion such deviation is reasonable under the circumstances.

SECTION 16: SUPERSEDES PRIOR POLICY

16. Supersedes Prior Policy. This policy supersedes in its entirety any other policy previously adopted by the Board addressing the inspection and copying of Association records.

This policy regarding records inspection, retention, and destruction was adopted by the Board of Directors on the _____ day of _____, 20____ and becomes effective the _____ day of _____, 20____, and is attested to by the Secretary of Highlands Ranch Community Association, Inc.

Highlands Ranch Community Association, Inc.

By: _____
President

By: _____
Secretary