

Meeting of the Delegates

10.22.24

Southridge – Wildcat



**HIGHLANDS
RANCH**
COMMUNITY ASSOCIATION

Agenda

- | | | |
|-------|---|-----------|
| I. | Call to Order | 6 p.m. |
| II. | Guest Speaker – Highlands Ranch Metro District, <i>Stephanie Stanley</i> | 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 Meeting Minutes of Action from the September 17, 2024,
Meeting of the Delegates | 6:26 p.m. |
| VII. | Member Forum <i>Three-minute time limit</i> | 6:28 p.m. |
| VIII. | Continued Business <ul style="list-style-type: none">Action: Vote on the 2025 Budget | 6:35 p.m. |
| IX. | Board of Directors Report <i>Monica Wasden</i> | 6:40 p.m. |
| X. | Director Comments | 6:45 p.m. |
| XI. | General Manager Report <i>Mike Bailey</i> | 6:50 p.m. |
| XII. | Department Updates <ul style="list-style-type: none">Art and Education <i>Jamie Bouchard</i> | 6:55 p.m. |
| XIII. | New Business <ul style="list-style-type: none">2025 Board and Delegate Meeting Calendar2025 Guest Speaker Schedule | 7:05 p.m. |
| XIV. | Delegate Forum <i>Three-minute time limit</i> | 7:15 p.m. |
| XV. | Adjournment | 7:25 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, November 19, 2024.

Meeting of the Delegates Minutes

Minutes from September 17, 2024



Agenda

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

President Wasden called the meeting to order at 6:03 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; 21,991 of 31,934 lots were present.

Agenda item: Proof of Notice of Meeting **Presenter:** Dan DeBacco

Dan DeBacco confirmed the Proof of Notice of Meeting.

Agenda item: Approval of Minutes for the Meeting of the Delegates for the August 20, 2024, Meeting **Presenter:** Monica Wasden

Conclusions:

The August 2024 minutes were approved — motioned by Elizabeth Strock, representing District 16, and seconded by Mark Dickerson, representing District 110. Motion carried.

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

Discussion:

Bob Marshall | Shared regarding the privatization of kids sports and the issues it causes and encouraged HRCA to continue trying to keep kids sports at a minimum.



Agenda item: Board of Directors Report

Presenter: Monica Wasden

Conclusions:

President Wasden presented a PowerPoint. Within her report:

- President Wasden shared information on the September 11 Parks Advisory Board Committee Meeting where HRCA presented their plan for the Wildcat Regional Park area. She also shared information regarding the County's concerns. The County took three votes that evening:
 - Convey the land to HRCA – voted in favor of the land to be conveyed to HRCA.
 - To create a Conservation Easement alongside DCOSAC – voted against the creation of a Conservation Easement
 - To sell the land to the DCOSAC – voted in favor of selling the land.
 - October 3, 5:30 p.m. HRCA will present to the Open Space Committee to request funds for the infrastructure (DCOSAC)
- An update about the Wildcat Regional Park project and the community wide study that was sent out August 20 was provided. The results were beneficial to HRCA, as most responses supported open space and trails.
- Discussion: Time was allotted for Delegate Q&A.

Agenda item: Board of Director Comments

Presenter: Board of Directors

Conclusions:

None

Agenda item: General Manager Report

Presenter: Mike Bailey

Conclusions:

General Manager Bailey presented a PowerPoint. Within his report:

Encouraging remarks regarding the Wildcat Regional Park area land and the work that has taken place.

Updated Delegates regarding Xcel presenting at a meeting. At this time, Xcel does not plan to visit the Delegate body, and their plan is to update/replace infrastructure as warranted.

Information regarding the budget process and timeline.



Agenda item: Department Updates – Backcountry Wilderness Area

Presenter: Mark Giebel

Conclusions:

Chad Mejia presented a PowerPoint. Within his presentation:

- Fitness/Group Exercise revenue information and a highlight of Yoga in the Park.
- Tennis and Pickleball has seen growth in 2024. Chad shared information regarding latest programs and opportunities.
- Therapeutic Recreation offerings and highlights, including offering private swimming lessons.
- Sports program information and revenues, which are on the rise. Sports received a \$36,000 grant to update sports program areas, including the sand volleyball pit.
- Department metrics and staffing information.
- Chad asked anyone to reach out with questions and suggestions regarding the Sports & Fitness Department.

Agenda item: Preliminary Budget Discussion

Brice Kahler

Brice Kahler presented the 2025 Preliminary Budget. Within his presentation:

- The Finance Committee and staff propose a \$1.00 increase per month.
- An overview of key assumptions that were taken into consideration while preparing the 2025 draft budget.
- An overview of the Statement of Revenues and Expenses and Statement of Cash Flows for all department funds.
- The 2025 budgeted cash flow/cash flow bridge and proposed net fund balances.
- Projected payroll budgeting, including a 4% annual increase, wage adjustments, and the addition of FTE's.
- Information regarding each recreation center's reserve and capital expenditures.
- Admin and Backcountry reserves and capital expenditures.

Time was allotted for Q & A.

Agenda item: Continued Business

Monica Wasden

None



Agenda item: New Business

None

Agenda item: Delegate Forum

Presenter: Delegates

Discussion:

None

Agenda item: Adjournment

Presenter: Monica Wasden

Conclusions:

Motioned by Greg Herman representing District 17 and seconded by Mark Dickerson representing District 110. The Meeting of the Delegates was adjourned at 7:21 p.m.

Respectfully submitted,

Jim Allen, Secretary

DISTRICT DELEGATE ROLL CALL

MEETING DATE : September 17, 2024

RECORD DATE: September 17, 2024

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if In Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
1	LESLIE MILLER			297	-	-	-	-	-	-
2	DENNIS EPPERLY	X		266	266	-	-	-	-	-
3	VACANT			184	-	-	-	-	-	-
4	TERESA ISAAK (Stratton Ridge)	X		153	153	-	-	-	-	-
5	JUDY DYK (Bradford Hills)	X		108	108	-	-	-	-	-
6	LARISA KNAFELC (Sugarmill)			126	-	-	-	-	-	-
7	MICHAEL RILEY			295	-	-	-	-	-	-
8	VACANT (Chalet)			97	-	-	-	-	-	-
9	DIANA PERKINS (Remington Bluffs)	X		50	50	-	-	-	-	-
10	SAMUEL BENTZ	X		143	143	-	-	-	-	-
11	ERIC EICHER	X		251	251	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills)	X		113	113	-	-	-	-	-
13	JENNIFER HARRIS	X		199	199	-	-	-	-	-
14	TAMMY KELLY	P		185	-	185	-	-	-	-
15	JUSTIN HILL			200	-	-	-	-	-	-
16	ELIZABETH STROCK	X		105	105	-	-	-	-	-
17	GREG HERMAN	X		166	166	-	-	-	-	-
18	CHANAN BRAUNSTEIN	X		318	318	-	-	-	-	-
20	JEAN REHNKE	X		208	208	-	-	-	-	-
21	ANDREW CURRIER			189	-	-	-	-	-	-
22	BRYAN WALSH	P		132	-	132	-	-	-	-
23	MICHAEL MEEHAN			142	-	-	-	-	-	-
24	CONNIE ROSEL	X		83	83	-	-	-	-	-
25	ANDY JONES			438	-	-	-	-	-	-
26	JOHN MEZGER	X		183	183	-	-	-	-	-
27	KYLE ANHORN			242	-	-	-	-	-	-
28	BRYAN WALSH	P		48	-	48	-	-	-	-
30	JOE AHLGORM (Timberline)			368	-	-	-	-	-	-
40	FRANK IMPINNA	P		368	-	368	-	-	-	-
41	TOMMY DOLAN			396	-	-	-	-	-	-
49	BETHANY KOCH	X		291	291	-	-	-	-	-
50	LINDA MALLETT (Gleneagles)			345	-	-	-	-	-	-
51	SID BASU	X		253	253	-	-	-	-	-
52	CLINTON CAVE	P		234	-	234	-	-	-	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	PATRICIA CALLIES			181	-	-	-	-	-	-
61	JEFF ROHR	P		105	-	105	-	-	-	-
62	KIM HARP			197	-	-	-	-	-	-
63	KATHY LANDGRAVE	X		51	51	-	-	-	-	-
64	RUSSELL KING			130	-	-	-	-	-	-
65	DON WOODLAND	X		96	96	-	-	-	-	-
66	JEFF ROHR	P		224	-	224	-	-	-	-
68	HOMAR ALVARADO			152	-	-	-	-	-	-
69	FRANK IMPINNA	P		182	-	182	-	-	-	-
70	TERI HJELMSTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)	X		26	26	-	-	-	-	-
73	DANIEL BROWN			1,184	-	-	-	-	-	-
74	BRENT DOUGAL	X		940	940	-	-	-	-	-
75	BRENT DOUGAL	X		74	74	-	-	-	-	-
76	MICHAEL FLOWER	X		223	223	-	-	-	-	-
77	MELISSA SMESSEART	X		420	420	-	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	CONNIE MANZER (The Retreat)	X		101	101	-	-	-	-	-

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if In Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
80	LAURA EICHER	X		1,533	1,533	-	-	-	-	-
81	AL BONNEAU			20	-	-	-	-	-	-
82	KURT HUFFMAN	X		778	778	-	-	-	-	-
83	ANDY NATALIE			180	-	-	-	-	-	-
84	JESSICA ALLEN	X		705	705	-	-	-	-	-
85	DEBORAH SPICER	X		784	784	-	-	-	-	-
86	DAWN KEATING	X		1,290	1,290	-	-	-	-	-
87	JENNIFER HARRIS (Indigo Hill)	X		481	481	-	-	-	-	-
88	CAROLYN GROOM (Weatherstone)	X		294	294	-	-	-	-	-
89	MARY KAY COURTNEY (Villages at H.R.)	X		323	323	-	-	-	-	-
90	BARBARA SMITH (Spaces)			250	-	-	-	-	-	-
91	GINGER NIXT (Settlers Village)			199	-	-	-	-	-	-
92	MICHELE RATCLIFF (Canyon Ranch)	X		440	440	-	-	-	-	-
93	JENNIFER PARK			260	-	-	-	-	-	-
94	AL PELKOWSKI (Westridge Knolls)	P		617	-	617	-	-	-	-
95	TOM RYNO	X		56	56	-	-	-	-	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	VACANT			336	-	-	-	-	-	-
98	LISA KIRWAN (Sundance @ Indigo Hill)	X		225	225	-	-	-	-	-
99	MICHAEL PETRUCCELLI (Carlyle Park)			213	-	-	-	-	-	-
100	GAIL FRANCES			177	-	-	-	-	-	-
101	TONIA NEALEY	X		111	111	-	-	-	-	-
102	PAULA BACHELLER			202	-	-	-	-	-	-
103	JAC LEBBS	X		401	401	-	-	-	-	-
104	CHRIS WICKS	X		532	532	-	-	-	-	-
105	JOSEPH ADEN			353	-	-	-	-	-	-
106	RYAN LEAHY	X		226	226	-	-	-	-	-
107	KATIE PETITTO (HR Golf Course)	X		579	579	-	-	-	-	-
108	MIKE MILLINGTON	X		208	208	-	-	-	-	-
109	ANGELA STEGMAN (Backcountry)	X		1,252	1,252	-	-	-	-	-
110	MARK DICKERSON (Stonebury)	X		87	87	-	-	-	-	-
111	MIKE WOODLAND (Firelight)	X		1,863	1,863	-	-	-	-	-
112	PATTIE MCGUINNESS (Highland Walk)	X		298	298	-	-	-	-	-
113	FRANK IMPINNA	P		517	-	517	-	-	-	-
114	CLAY KARR (The Hearth)	X		1,652	1,652	-	-	-	-	-
115	COLIN CAMPBELL (Brownstones)	X		359	359	-	-	-	-	-
116	ROBERT STRAUSS (Tresona)			557	-	-	-	-	-	-
120	VACANT (Clock Tower Residences)			318	-	-	-	-	-	-
121	ROBERT BLACKINGTON			200	-	-	-	-	-	-
200	VACANT (Commercial District)			396	-	-	-	-	-	-
212	VACANT (Stoneybridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park)			523	-	-	-	-	-	-
TOTAL				31,934	19,379	2,612	-	-	-	-
QUORUM 50% +1				15,968				21,991	73%	

*If the number of lots column is filled out, it indicates that the delegate was present in person or by proxy for this meeting.



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.

Meeting of the Board

10.22.24

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 September 2024
 - Approval of the 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
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee: Review and approval of the September 2024 Financials
- VIII. General Manager Report
- IX. Continued Business
 - Action: Vote on the 2025 Budget
- X. New Business
- XI. Delegate Forum
- XII. Adjournment
- XIII. Board Executive Session will be held following the adjournment of the Special Quarterly 501c3 Meeting to discuss written or oral communication between attorney and client.

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.
The Next Delegate and Board meeting will be held on Tuesday, November 19, 2024.

Meeting of the Board Minutes

Minutes from September 17, 2024



Agenda item: Call to Order

Presenter: Monica Wasden

Conclusions:

The meeting was called to order at 7:28 p.m.

Agenda item: Establishment of Quorum/Roll Call

Presenter: Dan DeBacco

Conclusions:

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

Agenda item: Proof of Notice of Meeting

Presenter: Dan DeBacco

Conclusions:

Dan DeBacco confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda

Presenter: Monica Wasden

Action Items:

- Approval of Board Meeting Minutes of Action from August 2024
- Approval of Finance Committee Minutes from July 2024
- Approval of Architectural Review Committee Minutes from August 2024
- Approval of Design Review Committee Minutes from August 2024

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 Brice, staff and Finance Team for the work on the 2025 budget.

Leo Stegman: Thanked Brice, the Finance Committee and Staff regarding the 2025 budget process.

Agenda item: Committee Reports

Presenter: N/A

Discussions:

Delegate Meeting:

Finance Committee: Brice Kahler presented the August 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 August 2024 Finances. Motion carried.



Agenda item: General Manager Report

Presenter: Mike Bailey

Discussions:

General Manager Mike Bailey commented on the following:

- Shared with the Board information about the Community Association Institute Large Scale Managers Workshop he attended.
- Thanked Brice Kahler, Staff and the Finance Committee for the work on the budget.
- Thanked the Board of Directors for their involvement in planning and active engagement in what is going on at HRCA.
- Recognized Nick Bravata and Woody Bryant for their educational accomplishments.

Agenda item: Continued Business

Discussions:

None

Agenda item: New Business

Discussions:

- Board review of Finance Committee applicant Erik Vaska

A motion was made by Leo Stegman and seconded by Dan DeBacco to appoint Erik Vaska to the Finance Committee. Motion carried.

Agenda item: Delegate Forum

Presenter: Delegates

Discussions:

Colin Campbell | Delegate District #115: Colin is trying to understand why he would need to assign a proxy to attend the meeting via Zoom and why he is not allowed to participate actively in the online meetings. Legal counsel shared information regarding what the purpose of the Proxy form is. Mike Bailey information



regarding in-person meetings and that meetings did not meet quorum for several years prior and coupled with it being difficult for staff to manage online vs. in person.

Pattie McGuinness | Delegate District #112: Wanted to share that she supports what Colin Campbell shared. Pattie asked if there was some training that could happen to allow HRCA to be more up to date on current technology.

Agenda item:: Adjournment

Monica Wasden

Conclusions:

The Board of Directors Meeting adjournment was motioned by Dan DeBacco and seconded by Todd Landgrave. Meeting adjourned at 7:46 p.m.

Respectfully submitted,

Jim Allen



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

August 19, 2024, Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center

FC Members Present:

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

FC Members Absent:

None

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 reviewed the July 15, 2024, Finance Committee meeting minutes.

A motion was made to accept the July 15, 2024, HRCA Finance Committee meeting minutes as presented. The motion was approved with one abstention.

Motion: Jennifer Harris Second: Leighton Stephenson

3. The Finance Committee reviewed and discussed the July 31, 2024, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials. Consolidated net revenues are below budget YTD by \$184K. The budget shortfall is due to non-cash loss on disposal of assets totaling \$400K. Without these disposals, HRCA is \$216K above budget. Driving revenues are insurance reimbursements from tornado damage, grants, and program revenue.

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

Motion: Ron Welk Second: Michael Flower

4. Brice Kahler presented a high-level assumption review of the 2025 Budget. The Budget will be reviewed in detail on September 9, 2024.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager

Architectural Review Committee MEETING MINUTES

Meeting Date: September 04, 2024

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



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

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)			✓

* attended via ZOOM

Also in attendance:

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

II. REVIEW OF MINUTES

A. Review of August 21, 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 August 21, 2024 Meeting Minutes **AS PRESENTED** by JR, seconded by JB.
 3 member(s) **Concur** | **0** member(s) **Dissent** | **2** member(s) **Abstain** (KL & DK, not in attendance at 08/21/2024 Meeting).
- Motion **PASSES**.

Architectural Review Committee Meeting Minutes

September 04, 2024

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III. RESIDENTIAL APPOINTMENTS

A. 836 RIDDEWOOD LN - Addition.

a. **DISCUSSION:**

- i. WB explained that while the Highlands Ranch Planned Development Guide (HRPDG) allows a 4-foot encroachment into the rear yard setback (§V.L), the Community Declaration (§10.21) grants the Architectural Review Committee (ARC) authority to approve variances for greater encroachments. The homeowner has requested an approximate 12-foot encroachment. Since the rear yard abuts open space, there would be no adverse impacts on immediate neighbors.
- ii. The ARC was concerned with the roof-pitch of the patio cover, specifically where it would attach to the new addition. They were concerned with the various angles and roof pitches that were created with the design. WB suggested that the roof pitch of the entire patio cover be reduced so that the pitch "breaks" at the header of the addition and continues to the proposed height at the outer edge of the patio cover. It was agreed that the revised pitch should continue for the entire length of the patio cover.
- iii. The ARC was not concerned with the homeowner's request to relocate the hot tub to the larger portion of the patio near the addition.

b. **Action:**

- i. Motion (by: JB, 2nd by: PC) to **APPROVE A VARIANCE FOR REAR YARD ENCROACHMENT.**
 5 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain.**
- ii. Motion **PASSES.**
- iii. Motion (by: JB, 2nd by: PC) to **APPROVE WITH CONDITIONS.**
 5 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain.**
- iv. **CONDITION:** Change the roof pitch of the patio cover, holding the header elevation at the edge-of-roof for the addition and the outside elevation of the patio cover, as proposed, creating a "break" in the pitch.
- v. Motion **PASSES.**

IV. NEW BUSINESS

Architectural Reviews. The Committee Members reviewed the following submittals:

A. 1208 EUREKA CT - Double-Sided Fence.

a. **DISCUSSION:**

- i. ARC was concerned that the proposed fence didn't match Figure 1 of the RIGs. Proposed fence was missing the top cap and the top trim piece.

b. **Action:**

- i. Motion (by: JR, 2nd by: PC) to **APPROVE WITH CONDITIONS.**
 5 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain.**
- ii. **CONDITION:** Fence must include a 2x6 top cap and 1x4 Trim to match Figure 1 of the RIGs.
- iii. Motion **PASSES.**

Architectural Review Committee Meeting Minutes

September 04, 2024

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B. **1927 ROSS LN** – Rear Yard Improvements.

a. **DISCUSSION:**

- i. ARC was concerned with the quantity of improvements and the "cluttered" appearance. Insufficient information was presented to render a decision. Submittal was missing detailed plans for the planned deck, patio, and shed.

b. **ACTION:**

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

C. **6647 JACKSON LN** – Chicken Coop.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

- i. Motion (by: DK, 2nd by: JR) to **APPROVE.**
 4 member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain.**
- ii. **DISSENTING OPINION:** The dissenting member felt there was insufficient information provided about the Chicken Coop versus the "Chain-link Chicken Run" to make an informed decision.
- iii. Motion **PASSES.**

D. **9233 ASPEN CREEK WAY** – Pool.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

E. **9565 CHERRYVALE DR** – Patio Cover.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

F. **9898 BATHURST WAY** – Batting Cage.

a. **DISCUSSION:**

- i. The ARC felt that the structure was too tall and was too close to the existing fence along the public right-of-way (no effective screening or noise abatement).
- ii. The cage structure requested did not match any of the "Choice 1" or "Choice 2" options presented

b. **ACTION:**

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

V. STAFF COMMENTARY

- A. None.

Architectural Review Committee Meeting Minutes

September 04, 2024

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VI. ADJOURNMENT

- B. With no further business the **meeting was adjourned** at **6:52 p.m.**

VII. APPROVAL OF THESE MEETING MINUTES

- A. At the September 18, 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**.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**
- ii. Motion **PASSES**.

Architectural Review Committee MEETING MINUTES

Meeting Date: September 18, 2024

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



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

I. CALL TO ORDER

The meeting was **called to order** at **5:35 p.m.** by W. **BRYANT** (WB)

- Roll call was taken by WB, 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)			✓

* attended via ZOOM

Also in attendance:

Woody **Bryant** (WB), HRCA: Director of Community Improvement Services

II. REVIEW OF MINUTES

A. Review of September 04, 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 04, 2024 Meeting Minutes **AS PRESENTED** by JR, seconded by JB.
 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 scheduled for Thursday, September 19th.

IV. RESIDENTIAL APPOINTMENTS

- There were no residential appointments.

Architectural Review Committee Meeting Minutes

September 18, 2024

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V. NEW BUSINESS

Architectural Reviews. The Committee Members reviewed the following submittals:

- A. **424 Spring Grove Ave** - Grading & Drainage.
- a. **DISCUSSION:**
- Insufficient information was presented on what the final condition will be like. Need more information on what's proposed.
 - ARC is concerned with the condition of the existing wall; appears to be failing. Is the intent to rebuild the wall?
 - Resubmit with final design. ARC delegates the review of the final design to staff.
- b. **ACTION:**
- Motion (by: PC, 2nd by: JR) to **DENY WITH OPTION TO REAPPLY**.
➤ **CONDITION:** No additional fee to be assessed with reapplication.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
 - Motion **PASSES**.
- B. **1123 SHADOW MOUNTAIN DR** - Patio.
- a. **DISCUSSION:**
- None.
- b. **ACTION:**
- Motion (by: JR 2nd by: KL) to **APPROVE**.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
 - Motion **PASSES**.
- C. **2936 CLAIRTON** - Patio Cover (Revised Design).
- a. **DISCUSSION:**
- None.
- b. **ACTION:**
- Motion (by: JR, 2nd by: DK) to **APPROVE**.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
 - Motion **PASSES**.
- D. **8573 WOODY WAY** - Garden Boxes along Driveway.
- a. **DISCUSSION:**
- None.
- b. **ACTION:**
- Motion (by: DK, 2nd by: PC) to **APPROVE**.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
 - Motion **PASSES**.
- E. **9655 LAMERIA** - Jellyfish Lighting.
- a. **DISCUSSION:**
- Staff and several members of the ARC were initially concerned with lighting along edges of garage door; however, after further discussion the concerns were addressed.
- b. **ACTION:**
- Motion (by: PC, 2nd by: DL) to **APPROVE**.
 4 member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
 - Motion **PASSES**.

Architectural Review Committee Meeting Minutes

September 18, 2024

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F. 10234 BENTWOOD CIR - Pergola/Fence.

a. **DISCUSSION:**

- i. The ARC was initially concerned with the extent of the proposed element; however, the empathized with the applicant's current challenge (neighbor's aggressive dog).
- ii. The ARC was concerned with a "double fence" application. WB noted that there was an existing sidewalk along the side of the house, with the edge of walk eight inches from the fence line (narrow side yard). The applicant provided two options for the location of the pergola/fence columns: at the edge of the existing walk, or setback six inches from the edge of the walk (14" from the existing fence). WB recommend the ARC opt for the setback design.

b. **ACTION:**

- i. Motion (by: DK, 2nd by: JR) to **APPROVE WITH CONDITION**.
 - **CONDITION:** The pergola/fence posts be setback from the edge of the existing concrete by six inches (minimum) to provide greater distance from the existing fence (preventing a "double fence" application) and to allow additional space for the pergola "roof" elements to ensure they do not encroach into the neighbor's property.
- ☑ **4** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.

G. 10622 RIDGECREST - Sports Court w/Lighting.

c. **DISCUSSION:**

- i. The ARC was initially concerned with the lighting element. Further discussion about the location of light and how the existing garage and landscaping and distance from adjoining property addressed the concern.
- ii. The ARC was also concerned with the illumination level (12,000 lumens) of the fixture. Research by the ARC shows that there are similar style lights with less lumens. Further discussion determined that the existing screening elements were sufficient to abate potential light pollution concerns.

d. **ACTION:**

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

VI. STAFF COMMENTARY

- A. WB discussed updated language to §2.30 of the RIG's to more clearly define what a "wing fence" was. The ARC reviewed the language and approved the change. WB to update the RIGs.

VII. ADJOURNMENT

- B. With no further business the **meeting was adjourned at 6:22 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. At the _____, Architectural Review Committee Meeting, these minutes were reviewed.
 - a. **DISCUSSION:**
 - i. None.
 - b. **ACTION:**
 - i. Motion (by: _____, 2nd by: _____) to _____.

Architectural Review Committee Meeting Minutes

September 18, 2024

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- ? member(s) **Concur** | ? member(s) **Dissent** | ? member(s) **Abstain**
- ii. Motion _____.

DRAFT



2025 FACILITY CLOSURES

Full-Day All Facility Closures	
New Year's Day	Wednesday, January 1
Easter Sunday	Sunday, April 20
Thanksgiving Day	Thursday, November 27
Christmas Day	Thursday, December 25

Holiday Modified Hours		
Super Bowl	Sunday, February 9	5 p.m. all facilities close
Memorial Day	Monday, May 26	7 a.m. – 5 p.m. all facilities
July 4	Friday, July 4	7 a.m. – 5 p.m. all facilities
Labor Day	Monday, September 1	7 a.m. – 5 p.m. all facilities
Halloween	Friday, October 31	5 p.m. all facilities close
Christmas Eve	Wednesday, December 24	7 a.m. – 5 p.m. all facilities
New Year's Eve	Wednesday, December 31	5 p.m. all facilities close

Annual Maintenance Closures		
Southridge Facility	March 31 – April 5	Monday – Saturday
Westridge Facility	May 12 – 25	Monday – Sunday
Northridge Facility	August 11 – 16	Monday – Saturday
Eastridge Facility	August 25 – 30	Monday – Saturday
<i>*Partial/Early Closure: Tennis Pavilion and Outdoor Pool remain open during closure</i>		

Facility Closures for Events		
Spring Bazaar	Saturday, March 1	ER Basketball Courts & Track
Volunteer Fair	Wednesday, April 23	SR Basketball Courts
Summer Staff Party	Saturday, June 21	4 p.m. all facilities
Oaked & Smoked	Saturday, October 11	ER Basketball Courts
Oktoberfest	Saturday, September 27	12 p.m. Northridge
Fall Craft Show	Saturday, September 13	ER Basketball Courts & Track
Holiday Gift Fair	Saturday, November 15	ER Basketball Courts & Track

Pool Closures – Outdoor Pools Open Friday, May 23		
Pre-Season Aquatic Orientation	Saturday, May 17	4 p.m. all pools
Summer Swim Team Meets	Saturday, June 14, July 12, July 19	6 a.m. – 2 p.m. NR Outdoor Pools
Mini Splash, Mash & Dash Triathlon	Saturday, August 2	9 a.m. – 10 a.m. ER Outdoor Pool
Outdoor Pools Closed for the Season	Tuesday, September 2	All facilities



2025 ELECTION DATES

Board of Directors Election

MONTH	ITEM
November 11, 2024	Candidate forms available
January 1, 2025	Deadline to submit candidate forms
February 14, 2025	Email notices to Delegates of Board Election
February 21, 2025	Record date for Annual Meeting of the Delegates
March 17, 2025	Election opens
March 24, 2025	Election closes
March 25, 2025	Annual Meeting of the Delegates
March 25, 2025	Annual Meeting of the Directors

District Delegate Election

MONTH	ITEM
January 31, 2025	Candidate forms available
February 28, 2025	Deadline to submit candidate forms
March 3, 2025	Record date for Annual Meeting of the Members
March 7, 2025	Election opens - send notices and ballot to Members in districts where elections are to be held
April 11, 2025	Election closes
April 15, 2025	Annual Meeting of the Members
April 18, 2025	Record date for the Second Annual Meeting of the Members if required
April 25, 2025	Send notice and ballot to Members in districts where second elections are to be held
May 20, 2025	Second Annual Meeting of the Members

The above schedule is subject to change due with approval from the Board of Directors.



2025 HOLIDAY SCHEDULE

MONTH	DATE	DAY OF THE WEEK	HOLIDAY	
January	1	Wednesday	New Year's Day	1
	20	Monday	*Martin Luther King Day	*2
February	17	Monday	*President's Day	*2
March	21	Friday	*Spring Break Day	*2
May	26	Monday	Memorial Day	3
June	19	Thursday	*Juneteenth	*2
July	4	Friday	Independence Day	4
September	1	Monday	Labor Day	5
November	11	Tuesday	Veteran's Day	6
	27	Thursday	Thanksgiving Day	7
	28	Friday	Day After Thanksgiving	8
December	24	Wednesday	Christmas Eve	9
	25	Thursday	Christmas Day	10

HRCA currently observes the above ten holidays each year. They are days off with pay for full-time employees designated in a benefitted position. The "*" indicates an optional holiday and staff has the choice of one of the four days listed with supervisor approval. Full-time employees receive eight hours of pay at their regular rate of pay on holidays.

Recreation employees may be required to work one of the above-specified holidays but will be granted another day in lieu of the scheduled holiday.

Board of Directors 501c3 Special Quarterly

10.22.24

Southridge - Wildcat



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

Agenda

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
 - Approval of the Board of Directors 501c3 Special Quarterly Minutes from July 16, 2024
 - Approval of the 2024 3rd Quarter Financial Statements for HRCAA, HRCSEF, HRBCEF
- V. Additional Business
- VI. Adjournment

Board of Directors 501c3 Special Quarterly

Minutes from July 16, 2024



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

Agenda item: Call to Order

Presenter: Monica Wasden

Conclusions:

The meeting was called to order at 7:32 p.m.

Agenda item: Roll Call/Establishment of Quorum

Presenter: Jim Allen

Conclusions:

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

Agenda item: Proof of Notice of Meeting

Presenter: Jim Allen

Conclusions:

Jim Allen confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda

Presenter: Board of Directors

Consent Agenda:

- Approval of the Board of Directors 501c3 Special Quarterly Minutes from April 16, 2024.
- Approval of the 2024 2nd Quarter Financial Statements for HRCAA, HRCSF, and HRBCEF.

Conclusions:

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



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

Agenda item: Additional Business

Presenter: Board of Directors

Discussion:

None

Agenda item: Adjournment

Presenter: Monica Wasden

Conclusions:

A motion for adjournment was made by Dan DeBacco and seconded by Leo Stegman. The 501c3 Board of Directors Special Quarterly Meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Jim Allen, Secretary