

# Meeting of the Delegates

09.17.24

Southridge – Wildcat



HIGHLANDS  
RANCH  
COMMUNITY ASSOCIATION

## Agenda

- |       |  |           |
|-------|--|-----------|
| I.    | Call to Order  | 6 p.m.    |
| II.   | Pledge of Allegiance   | 6:02 p.m. |
| III.  | Roll Call/Establishment of Quorum  | 6:04 p.m. |
| IV.   | Proof of Notice of Meeting   | 6:07 p.m. |
| V.    | Consent Agenda:  | 6:10 p.m. |
|       | <ul style="list-style-type: none"><li>Approval of Meeting Minutes of Action from the August 20, 2024, Meeting of the Delegates</li></ul> |           |
| VI.   | Member Forum   <i>Three-minute time limit</i>  | 6:12 p.m. |
| VII.  | Board of Directors Report   <i>Monica Wasden</i>   | 6:20 p.m. |
| VIII. | Director Comments  | 6:30 p.m. |
| IX.   | General Manager Report   <i>Mike Bailey</i>  | 6:35 p.m. |
| X.    | Department Updates   | 6:40 p.m. |
|       | <ul style="list-style-type: none"><li>Sports and Fitness   <i>Chad Mejia</i></li></ul>   |           |
| XI.   | Preliminary Budget Discussion   <i>Brice Kahler</i>  | 6:47 p.m. |
| XII.  | Continued Business   | 7:10 p.m. |
| XIII. | New Business   | 7:15 p.m. |
| XIV.  | Delegate Forum   <i>Three-minute time limit</i>  | 7:20 p.m. |
| XV.   | Adjournment  | 7:30 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, October 22, 2024.

# Meeting of the Delegates Minutes

Minutes from August 20, 2024



## Agenda

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

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

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**Agenda item:** Guest Speaker, Douglas County School District **Presenter:** Erin Kane

Superintendent Erin Kane presented a PowerPoint on behalf of the Douglas County School District. Within her report:

- Douglas County School District points of pride – DCSD is the top school district in the Denver Metro area.
- An update on ballot tax initiative 5A and what it provided to the district. Many initiatives have already been implemented.
- Growth and decline challenges and the next plan and engage steps through August 2026.

Time was allotted for Q & A.

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

President Wasden led the meeting in the Pledge of Allegiance.

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

### Conclusions:

A quorum was established; 21,954 of 31,934 lots were present.

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

Dan DeBacco confirmed the Proof of Notice of Meeting.

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**Agenda item:** Approval of Minutes for the Meeting of the Delegates for the July 16, 2024, Meeting **Presenter:** Monica Wasden

### Conclusions:

The July 2024 minutes were approved — motioned by Elizabeth Strock, representing District 16, and seconded by Andy Natalie, representing District 83. Motion carried.



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**Agenda item:** Member Forum

**Presenter:** Members

**Discussion:**

- None

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**Agenda item:** Board of Directors Report

**Presenter:** Monica Wasden

**Conclusions:**

President Wasden presented a PowerPoint. Within her report:

- An update about the Wildcat Regional Park project and the community wide study that was sent out August 20. President Wasden asked for Delegates to complete the survey.
- An update regarding the Board Working Session/Retreat scheduled on August 9. President Wasden shared that the Board toured Westridge. President Wasden shared potential capital improvement projects slated for 2025.

Discussion: Time was allotted for Delegate Q&A.

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**Agenda item:** Board of Director Comments

**Presenter:** Board of Directors

**Conclusions:**

- Todd Landgrave: Shared that he is grateful for President Wasden's work on the Wildcat Regional Park project.

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**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Conclusions:**

General Manager Bailey presented a PowerPoint. Within his report:

- An update on the visit from the Reston Association that occurred August 4-6.
- The budget process timeline and information on work that staff has begun.
- Westridge xeriscaping project update.
- Volunteer Dinner proposed date of December 10



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**Agenda item:** Department Updates – Backcountry Wilderness Area

**Presenter:** Mark Giebel

**Conclusions:**

Mark Giebel presented a PowerPoint. Within his report:

- A recap of Summer 2024 at Camp Backcountry and Horse Camp.
- Information regarding the early childhood program Wild Roots.
- Information on Summer Camp survey results.
- Programs for the fall and winter sessions.
- An update on the bison reintegration which will start in the Spring of 2025, with the bison being reintroduced Summer 2025.
- Trail camera partnership information and improved processes within the Backcountry Wilderness Area.
- Monitoring of the wildlife within the Backcountry and reports on which wildlife have been seen in 2024.
- An update on the 501c3 and fundraising throughout the year.

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**Agenda item:** Continued Business

Monica Wasden

None

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**Agenda item:** New Business

Dennis Epperly, Delegate District 2, shared information regarding the power outages he has experienced at his residence and the cause of them. Dennis Epperly made a motion to have the Board of Directors send a letter to Xcel expressing their concerns over aging infrastructure and requesting to know what their plan is for updating the infrastructure of the high voltage lines within Highlands Ranch. Seconded by Bethany Koch, District 49.

Time was allotted for discussion.

The Board agreed to have a representative from Xcel out to speak to the Delegate Body. Dennis Epperly withdrew his motion.

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**Agenda item:** Delegate Forum

**Presenter:** Delegates

**Discussion:**

Lauren Nobles – Mike Woodland’s Proxy | District 111: Urged Delegates to send information regarding the Wildcat Regional Park project to their communities and shared the information about the grass roots efforts which can be found on [rightideawronglocation.net](http://rightideawronglocation.net).



Kyoko Okada (1652 Spring Water Lane, Highlands Ranch, CO 80129): Shared her concerns with the Board regarding the amount of trash in Highlands Ranch and offered a solution for waste reduction through Pay as you Throw. Kyoko asked Delegates to consider asking Waste Management and Waste Connections to consider a Pay as you Throw program in Highlands Ranch.

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**Agenda item:** Adjournment

**Presenter:** Monica Wasden

**Conclusions:**

Motioned by Dennis Epperly representing District 2 and seconded by Al Pelkowski, representing District 94. The Meeting of the Delegates was adjourned at 7:18 p.m.

Respectfully submitted,

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*Jim Allen, Secretary*



# Meeting of the Board

09.17.24

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 August 2024
  - Approval of the Finance Committee Minutes from July 2024
  - Approval of Architectural Review Committee Minutes from August 2024
  - Approval of the Design Review Committee Minutes from August 2024
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
  - Delegate Meeting
  - Finance Committee: Review and approval of the August 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, October 22, 2024.

# Meeting of the Board Minutes

Minutes from August 20, 2024



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**Agenda item:** Call to Order

**Presenter:** Monica Wasden

**Conclusions:**

The meeting was called to order at 7:25 p.m.

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

**Presenter:** Jim Allen

**Conclusions:**

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

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

**Presenter:** Jim Allen

**Conclusions:**

Jim Allen confirmed the Proof of Notice of Meeting.

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**Agenda item:** Consent Agenda

**Presenter:** Monica Wasden

**Action Items:**

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

**Conclusions:**

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





**Agenda item:** Member Forum

**Presenter:** Members

**Discussions:**

None

**Agenda item:** Director Comments

**Presenter:** Board of Directors

**Discussions:**

Jim Allen: Apologized for being late and thanked the Board for understanding.

Dan DeBacco: Discussed pushing out another survey for the HRCA surrounding the Wildcat Regional Park project.

Todd Landgrave: Echoed concerns regarding people taking the survey multiple times as well.

Leo Stegman: Requested the County provide some way to verify those who have taken the survey.

Monica Wasden: Commented on the purpose of the County Wide survey vs. sending out an HRCA survey. She shared concerns over the survey's ability to be taken multiple times. Monica will be reaching out to the County for further information and understanding of the survey.

**Agenda item:** Committee Reports

**Presenter:** N/A

**Discussions:**

Delegate Meeting: There was a motion under New Business that was pulled. Mike Bailey will discuss having an Xcel representative at an upcoming meeting. The Board discussed the additional member comment regarding a Pay as You Throw program, and the Board suggested having Marketing send tips out to residents regarding waste reduction.

Finance Committee: Brice Kahler presented the July 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 Jim Allen and seconded by Leo Stegman to approve the July 2024 Finances. Motion carried.

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**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Discussions:**

General Manager Mike Bailey commented on the following:

- Thanked the Board and Staff for the Reston Association visit and the work done to make it successful.
- Gave thanks to Brice and staff and all involved in the budget process.
- Shared upcoming events and information regarding HRCA's new Event Manager, Sarah Mirick. Some of the annual events will be reviewed and examined to ensure that it is prudent that an event gets placed on the calendar, while examining new ideas and new events.
- Shared that staff is conducting a SWOT analysis on sports and fitness programs.

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**Agenda item:** Continued Business

**Discussions:**

None

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**Agenda item:** New Business

**Discussions:**

None

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**Agenda item:** Delegate Forum

**Presenter:** Delegates

**Discussions:**

Colin Campbell | Delegate District #115: Reminded the Board of his June request regarding having members on Zoom. Colin asked the Board if they would please consider allowing all members/Delegates



to have access to actively participate online. President Wasden shared that the Board would discuss again with legal counsel and provide an update.

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**Agenda item::** Adjournment

Monica Wasden

**Conclusions:**

The Board of Directors Meeting adjournment was motioned by Dan DeBacco and seconded by Leo Stegman. Meeting adjourned at 7:53 p.m.

**Respectfully submitted,**

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Jim Allen



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

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

4. The Finance Committee reviewed and discussed the June 30, 2024, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials, each operating fund, and select programs. Consolidated net revenues are below budget YTD by \$331K. The budget shortfall is due to non-cash loss on disposal of assets totaling \$400K. Without these disposals, HRCA is \$69K above budget. YTD capital expenditures totaled \$3.3M.

**A motion was made that the HRCA Finance Committee accept the June 30, 2024, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

**Motion: Jennifer Harris                      Second: Ron Welk**

5. The Finance Committee next reviewed the Q2 2024 Highlands Ranch Community Association 501(c)3 Financial Statements. Actual to budget variances were discussed for Highlands Ranch Cultural Affairs Association, Highlands Ranch Scholarship Fund, and Highlands Ranch Backcountry Conservation and Education Fund.

**A motion was made to recommend that the HRCA Finance Committee accept the Q2 2024, 501(c)3 Financial Statements. The motion was approved unanimously.**

**Motion: Michael Flower                      Second: Shane Callahan**

6. Brice Kahler presented the Q2 2024 Investment overview. HRCA is conservatively invested per our Investment Policy. Weighted average earnings are up as we shifted some cash from money market funds to CD's and debt securities based on cash forecast, all within policy.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager



## MEETING MINUTES

### ARCHITECTURAL REVIEW COMMITTEE

Meeting Date: Wednesday – August 07, 2024

#### I. CALL TO ORDER

The meeting was **called to order** at **5:30 p.m.** by **J. Wessling (JW)**

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

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

\* Online via ZOOM, Arrived after item III.a.

#### 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 July 17, 2024 ARC Meeting Minutes.

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

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

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

- i. A motion was made to **APPROVE** the July 17, 2024 Meeting Minutes **AS PRESENTED** by EB, seconded by JN.
  - 2** member(s) **Concur** | **0** member(s) **Dissent** | **2** member(s) **Abstain** (JB & DK, not in attendance at 07/17/2024 Meeting).
- ii. Motion **PASSES**.

#### III. RESIDENTIAL APPOINTMENTS

A. No Residential Appointments were held.

- a. NOTE: 836 Riddlewood Lane was scheduled; however, in discussions with the homeowner, the request for an appointment with the ARC was withdrawn.

#### IV. NEW BUSINESS

Architectural Reviews. The Committee Members reviewed the following submittals:

A. **9880 ELIZA CT** – Pool.

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

- i. The fence enclosure around the pool equipment must include a "top cap" per Figure 1 of the RIGs.



Wednesday – August 07, 2024

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- b. **ACTION:**
- Motion (by: JN, 2nd by: JB) to **APPROVE WITH CONDITIONS**.  
 **4** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
  - Conditions of Approval:** Include "top cap" of equipment screening fence.
  - Motion **PASSES**.
- B. **7069 TOWNSEND DRIVE** – Sports Court.
- a. **DISCUSSION:**
- None.
- b. **ACTION:**
- Motion (by: EB, 2nd by: JB) to **APPROVE**.  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
  - Motion **PASSES**.
- C. **465 WINTERTHUR WAY** – Garage Expansion/Trandem.
- a. **DISCUSSION:**
- None.
- b. **ACTION:**
- Motion (by: DK, 2nd by: JN) to **APPROVE**.  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
  - Motion **PASSES**.
- D. **10726 FAIRBAIRN WAY** – Swim Spa.
- a. **DISCUSSION:**
- None.
- b. **ACTION:**
- Motion (by: PC, 2nd by: DK) to **APPROVE**.  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
  - Motion **PASSES**.
- E. **9939 BLACKBIRD** – Lighting.
- a. **DISCUSSION:**
- Concerned with bistro style lighting extending across backyard and attaching to tree.
  - From photographs, it appears that the bistro style lighting connects to fencing, which isn't permitted.
  - ARC is okay with bistro style lighting at the patio; mixed on allowing lighting to extend across backyard.
- b. **ACTION:**
- Motion (by: EB, 2nd by: JB) to **APPROVED WITH CONDITIONS**.  
 **3** member(s) **Concur** | **2** member(s) **Dissent** | **0** member(s) **Abstain**.
  - Conditions of Approval:** Remove bistro style lighting from the yard that attaches to the tree and only install it at patio.
  - Motion **PASSES**.



Wednesday – August 07, 2024

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- iv. Dissenting Opinion: The lighting, as currently installed, is okay. There are no specific requirements in the RIGs that are applicable to this type of installation. The RIGs only note, in §2.45.E, that "café/bistro string lights...are prohibited in the front of the home."
  - v. Majority Opinion: While the illumination of the back yard patio with café/bistro style lighting is acceptable, the illumination of a significant area of the backyard may not be reasonable to the neighbors by causing "glare to other properties," in conflict with §2.45.
- F. **8515 GATEWOOD** – Deck.
- a. **DISCUSSION**:
    - i. None.
  - b. **ACTION**:
    - i. Motion (by: JN, 2nd by: DK) to **APPROVE**.  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- G. **1055 CHERRY BLOSSOM** – Deck.
- a. **DISCUSSION**:
    - i. Concerned with upper doors and frames (new). These need to match the lower doors and frames (existing) for elevation continuity.
  - b. **ACTION**:
    - i. Motion (by: EB, 2nd by: JN) to **APPROVED WITH CONDITIONS**.  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. **Conditions of Approval**: Upper doors and frames (new) must match the style and color of the lower doors and frames (existing).
    - iii. Motion **PASSES**.
- H. **9681 CHESAPEAKE ST** – Fence.
- a. **DISCUSSION**:
    - i. None.
  - b. **ACTION**:
    - i. Motion (by: EB, 2nd by: DK) to **APPROVE**.  
 **4** member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- I. **9061 KENWOOD CT** – Patio Cover.
- a. **DISCUSSION**:
    - i. None.
  - b. **ACTION**:
    - i. Motion (by: PC, 2nd by: EB) to **APPROVE**.  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.





Wednesday – August 07, 2024

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J. **10049 MACALISTER TRL** – Patio Cover.

a. **DISCUSSION:**

- i. Color of pergola in the materials presented doesn't match the color of other existing elements around the deck and spa.

b. **ACTION:**

- i. Motion (by: DK, 2nd by: PC) to **APPROVED WITH CONDITIONS**.  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. **Conditions of Approval**. New pergola/deck cover colors must match the colors of the existing elements.
- iii. Motion **PASSES**.

K. **9919 DEER CREEK ST** – Accessory Building.

a. **DISCUSSION:**

- i. The proposed structure size exceeds what's allowed in the RIGs.
- ii. Concerned that the applicant noted utilities were being extended to the accessory building and that it would be used as an Accessory Dwelling Unit.
- iii. Concerned that the existing double-gate along Boardwalk Drive would provide direct access into the Accessory Building.

b. **ACTION:**

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

**V. STAFF COMMENTARY**

A. Elizabeth **Bryant** resigned from the Committee for personal reasons.

- a. We extend our sincere gratitude to Elizabeth for her dedicated service and valuable insights as a long-standing member of the Architectural Review Committee. Her contributions have greatly impacted our community, and she will be missed.

B. **TRIBUNAL UPDATE** (July 18, 2024 Hearing)

a. **9584 Kalamere Court** (Matthew & Megan Anderton)

- i. Case: Petition to overturn ARC Denial of patio/sport court build. ARC's concern was that the planned patio/sports court was too close to the living space of neighbor.
- ii. Findings: Petitioner provided a letter from the potentially impacted neighbor that they took no exceptions to the location of the patio/sports court.
- iii. Conclusion: Tribunal Officer granted the appeal to allow the patio/sports court to be in the location proposed.



Wednesday – August 07, 2024

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- b. **9765 Autumnwood Place** (Courtney & William Fendt)
  - i. Case: Petition to overturn the ARC Denial of a “ham” radio tower installation (commercial sized tower not appropriate for residential neighborhood).
  - ii. Findings: Tribunal Officer found that “...sufficient evidence was not presented...to allow for a variance of the very clear prohibition of antennas on residential properties provided by Section 9.8 of the Community Declaration.”
  - iii. Conclusion: Tribunal Officer upheld the ARC Denial.
- c. **9722 Clairton Place** (Peter Tyson & Sarah Harvey)
  - i. Case: Petition to overturn ARC Denial of 6’ gate installation (one oversized gate current exists on same fence).
  - ii. Findings: Tribunal Officer found that “...sufficient evidence was not presented...to allow for a variance of the very clear limitation of gates to four feet wide pursuant to 2.30 of the Residential Improvement Guidelines” and that the petitioner’s “...vague need for landscaping access is not compelling enough to allow for a variance.”
  - iii. Conclusion: Tribunal Officer upheld the ARC Denial.

## VI. ADJOURNMENT

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

## VII. APPROVAL OF THESE MEETING MINUTES

- A. At the August 21, 2024 Architectural Review Committee Meeting, these minutes were reviewed.
  - A motion was made by JB, seconded by PC to **Approve the Minutes as Presented.**
  - 3** member(s) **Concur** | **0** member(s) **Dissent** | **1** member(s) **Abstain** (JR, not in attendance at the August 07, 2024 Meeting)
- a. Motion **PASSES.**

# Architectural Review Committee MEETING MINUTES

Meeting Date: August 21, 2023

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 **5:32 p.m.** by J. **Wessling** (JW)

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

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

### 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 07, 2024 ARC Meeting Minutes.

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

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

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

- i. A motion was made to **APPROVE** the August 07, 2024 Meeting Minutes **AS PRESENTED** by JB, seconded by PC.  
 **3** member(s) **Concur** | **0** member(s) **Dissent** | **1** member(s) **Abstain** (JR, not in attendance at 08/07/2024 Meeting).
- ii. Motion **PASSES**.

## III. RESIDENTIAL APPOINTMENTS

- A. None.

# ARCHITECTURAL REVIEW COMMITTEE

## MEETING MINUTES

August 21, 2023

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### IV. NEW BUSINESS

Architectural Reviews. The Committee Members reviewed the following submittals:

A. **3091 Thistlebrook Cir** – Artificial Turf.

a. **DISCUSSION:**

- i. The ARC recommended that the HO maintain irrigation system so that turf may be cleaned periodically.
- ii. The ARC is concerned about the life expectancy of turf and recommends that the existing irrigation system be retained (although only periodically used for cleaning) in case the turf is removed and replaced with live vegetation in the future.

b. **ACTION:**

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

B. **10483 WAGON BOX CIR** – Paint.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

C. **1251 MULBERRY LN** – Paint.

a. **DISCUSSION:**

- i. The ARC was in favor of the "fourth color" used in a limited application on the front door wall only. The "fourth color" may not be used on the second floor peak or the garage door.
- ii. The second-floor peak above the front door and the garage door must be painted the main body color.

b. **ACTION:**

- i. Motion (by: JB, 2nd by: PC) to **APPROVE WITH CONDITIONS**.  
 **4** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. **CONDITION:** The "fourth color" may only be used on the front door wall. The second floor peak and the garage door must be painted the main body color.
- iii. Motion **PASSES**.

D. **2936 CLAIRTON DR** – Patio Cover.

a. **DISCUSSION:**

- i. The proposed NIF EPDM roofing material is too commercial compared to either a typical shingle roof (or louvered roof) used on patios. Further, the roof has "minimal slope," which is not compliant with §2.24 that requires a minimum slope of 3:12.
- ii. The proposed pergola extends beyond the side of the home.

b. **ACTION:**

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

# ARCHITECTURAL REVIEW COMMITTEE

## MEETING MINUTES

August 21, 2023

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- E. **9024 MOUNTAIN BRUSH CIR** - Garden Beds.
- a. **DISCUSSION:**
- i. None.
- b. **ACTION:**
- i. Motion (by: JN, 2nd by: JR) to **APPROVE**.  
 **4** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.
- F. **8874 GREEN MEADOWS DR** - Pergola.
- 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**.
- G. **9516 CHERRYVALE DR** - Multiple Concrete Improvements.
- a. **DISCUSSION:**
- i. WB discussed concern of driveway expansion to within 24" of property line (which is allowed) and the potential of trespass onto the neighbor's property (vehicle door, snow removal, etc.). The ARC felt that the RIGs were clear that this type of improvement was allowed to extend to within 24" of a shared property line.
- b. **ACTION:**
- i. Motion (by: JN, 2nd by: JR) to **APPROVE**.  
 **4** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.

## V. STAFF COMMENTARY

WB discussed the Development Review Committee's (DRCs) recent discussion regarding the painting of masonry and how the Commercial Improvement Guidelines (CIGs) were updated. WB noted that the changes to the CIGs provided additional information on what was expected for masonry painting. WB/JW to review the CIGs modification and see if they are also applicable for the Residential Improvement Guidelines (RIGs), and bring this forward at the next ARC meeting for further discussion.

## VI. ADJOURNMENT

- A. With no further business the **meeting was adjourned at 6:34 p.m.**

## VII. APPROVAL OF THESE MEETING MINUTES

- A. At the September 04, 2024 Architectural Review Committee Meeting, these minutes were reviewed.
- a. **DISCUSSION:**
- i. None.
- b. **ACTION:**
- i. Motion (by: JR, 2nd by: JB) to **Approve as Presented**.  
 **3** member(s) **Concur** | **0** member(s) **Dissent** | **2** member(s) **Abstain** (DK, KL)
- ii. Motion **PASSES**.



# MEETING MINUTES

## DEVELOPMENT REVIEW COMMITTEE

Meeting Date: Wednesday – August 14, 2024

### I. CALL TO ORDER

The meeting was called to order at 6:05 p.m. by W. **Bryant**

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

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

**Also in attendance:**

Woody **Bryant**, HRCA: Director of Community Improvement Services

John **Mezger**, HRCA: Commercial Compliance Technician

### II. PREVIOUS BUSINESS

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

a. **DISCUSSION:**

i. The meeting minutes were not distributed in sufficient time for the DRC to review. WB to email minutes to DRC for review/approval at the next meeting, or electronically.

b. **ACTION:**

i. A motion was made to **TABLE** the July 10, 2024 Meeting Minutes by Z. **Cantrell**, seconded by M. **Burmeister**.

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

ii. Motion **PASSES**.

### III. NEW BUSINESS

A. No applications were submitted for review.

B. The point of discussion for the meeting was how to address future applications for the painting of masonry on commercial buildings and strengthening the language within the Commercial Improvement Guidelines.



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- a. W. **Bryant** gave a PowerPoint Presentation on the current language within the Commercial Improvement Guidelines and its similarity to the language within the Residential Improvement Guidelines. The Presentation also included pre-painting versus post-painting photographs of several commercial buildings within Highlands Ranch (e.g., Take 5 Car Wash, Discount Tires, Keke’s Breakfast Café, Café Rio, KFC).
- b. K. **Matthews** and E. **Oakland** providing information regarding impacts to masonry once painted.
- c. Discussions revolved around the impacts to masonry versus affording a tenant the opportunity to update the “look” of the building.
- d. **ACTION:**
  - i. A motion was made by Z. **Cantrell** that staff **WORK ON CIG LANGUAGE UPDATE AND FORWARD TO DRC FOR VETTING**. Seconded by K. **Matthews**.
    - 5** 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. W. **Bryant** noted that he’d received an email from A. **Madlambayan** that he intended to resign from the Development Review Committee. To date, the HRCA has not received formal resignation notification. Z. **Cantrell** noted that he would have lunch with A. **Madlambayan** again to see if he would reconciser.

#### **VI. ADJOURNMENT**

- A. With no further business, a motion was made by M. **Burmeister** to adjourn the meeting. Seconded by K. **Matthews**.
  - 5** member(s) **Concur**.
  - 0** member(s) **Dissent**.
  - 0** member(s) **Abstain**.
- B. Motion **PASSES**. The **meeting was adjourned** at 7:23 p.m.



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**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 \_\_\_\_\_.