

Meeting of the Delegates

1.21.2025

Southridge – Wildcat



**HIGHLANDS
RANCH**
COMMUNITY ASSOCIATION

Agenda

- | | | |
|-------|---|-----------|
| I. | Call to Order | 6 p.m. |
| II. | Guest Speaker <i>Toby Damisch, Douglas County Assessor</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 the Meeting Minutes of Action from the November 19, 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">• Marketing and Communications <i>Rebecca Ruiz</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, February 18, 2025.

Meeting of the Delegates Minutes

Minutes from November 19, 2024



Agenda

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

President Wasden called the meeting to order at 6:00 p.m.

Agenda item: Guest Speaker, Centennial Water **Presenter:** Sam Calkins

Sam Calkins, Centennial Water, presented a PowerPoint. Within his PowerPoint:

- Information regarding the upcoming name change/rebrand happening in January 2025 to Highlands Ranch Water. This will include a new website launch.
 - Updates regarding the 2025 proposed budget are available on the website. During the next Centennial Water Board Meeting on November 25 there will be a budget hearing.
 - May 6 is the slated date for the Centennial Water (Highlands Ranch Water) Board election. More information will be on the website coming soon.
 - Time was allotted for Q & A.
-

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; 18,976 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 October 22, 2024, Meeting **Presenter:** Monica Wasden

Conclusions:

The October 2024 minutes were approved — motioned by Mark Dickerson, representing District, and seconded by Dennis Epperly, representing District 02. Motion carried.



Agenda item: Member Forum

Presenter: Members

Discussion:

None

Agenda item: Board of Directors Report

Presenter: Monica Wasden

Conclusions:

President Wasden presented a PowerPoint. Within her report:

- An update regarding Wildcat Regional Park. No information has been provided regarding the rescheduled COSAC Meeting. The Board will inform Delegates of the new date in a timely manner, and welcome Delegates to attend and support the request.
- Information regarding the upcoming Volunteer Appreciation Event on December 10.
- 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:

- A highlight on ERC and all they do throughout the year.



Agenda item: Department Updates – Events

Presenter: Sarah Mirick

Conclusions:

Sarah Mirick, Events Manager, presented a PowerPoint. Within her presentation:

- An overview of the Community Events Department, including the number of events presented by HRCA and HRCAA.
- A summary of the 2024 staffing change and review of organization wide relationships.
- A look ahead to 2025 and upcoming events.
- Time was allotted for Q & A.

Agenda item: Continued Business

Presenter: Delegate Body

None

Agenda item: New Business

Monica Wasden

None

Agenda item: Delegate Forum

Presenter: Delegates

Discussion:

Bethany Koch | District 49: Provided an update on the Compost Colorado events.

Elizabeth Strock | District 16: Asked about assessments and if people paid the entire year would there be any possibility to get a discount applied.

Tonia Nealey | District 101: Shared issues she is having with people stopping for the crosswalk on Grig's and was wondering if there is anything that can be done to make this a safer area. General Manager Mike Bailey commented he would share the information with Douglas County. Mike Woodland, District 111, shared his knowledge on this topic as well. He provided information regarding getting information to post-in.



Agenda item: Adjournment

Presenter: Monica Wasden

Conclusions:

Motioned by Greg Herman representing District 17 and seconded by Joe Ahlgrim representing District 30. The Meeting of the Delegates was adjourned to 6:39 p.m.

Respectfully submitted,

Jim Allen, Secretary

DISTRICT DELEGATE ROLL CALL
MEETING DATE: November 19, 2024
RECORD DATE: November 19, 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)			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	P		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			132	-	-	-	-	-	-
23	MICHAEL MEEHAN	X		142	142	-	-	-	-	-
24	CONNIE ROSEL	X		83	83	-	-	-	-	-
25	ANDY JONES			438	-	-	-	-	-	-
26	JOHN MEZGER	X		183	183	-	-	-	-	-
27	KYLE ANHORN			242	-	-	-	-	-	-
28	BRYAN WALSH			48	-	-	-	-	-	-
30	JOE AHLGRM (Timberline)	X		368	368	-	-	-	-	-
40	FRANK IMPINNA	X		368	368	-	-	-	-	-
41	TOMMY DOLAN			366	-	-	-	-	-	-
49	BETHANY KOCH	X		291	291	-	-	-	-	-
50	LUNDA MALLETTE (Gleneagles)	X		345	345	-	-	-	-	-
51	SID BASU			253	-	-	-	-	-	-
52	CLINTON CAVE	P		234	-	234	-	-	-	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	PATRICIA CALLIES			181	-	-	-	-	-	-
61	JEFF ROHR	X		105	105	-	-	-	-	-
62	KIM HARP	X		197	197	-	-	-	-	-
63	KATHY LANDGRAVE	X		51	51	-	-	-	-	-
64	RUSSELL KING	X		130	130	-	-	-	-	-
65	DON WOODLAND	X		96	96	-	-	-	-	-
66	JEFF ROHR	X		224	224	-	-	-	-	-
68	HOMAR ALVARADO			152	-	-	-	-	-	-
69	FRANK IMPINNA	X		182	182	-	-	-	-	-
70	TERI HJELMSTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)	X		26	26	-	-	-	-	-
73	DANIEL BROWN	X		1,184	1,184	-	-	-	-	-
74	BRENT DOUGAL	X		940	940	-	-	-	-	-
75	BRENT DOUGAL	X		74	74	-	-	-	-	-
76	MICHAEL FLOWER			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	P		1,533	-	1,533	-	-	-	-
81	AL BONNEAU			20	-	-	-	-	-	-
82	KURT HUFFMAN			778	-	-	-	-	-	-
83	ANDY NATALIE	X		180	180	-	-	-	-	-
84	JESSICA ALLEN			705	-	-	-	-	-	-
85	DEBORAH SPICER			784	-	-	-	-	-	-
86	DAWN KEATING			1,290	-	-	-	-	-	-
87	JENNIFER HARRIS (Indigo Hill)	P		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)	X		617	617	-	-	-	-	-
95	TOM RYNO			56	-	-	-	-	-	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	VACANT			336	-	-	-	-	-	-
98	LISA KIRWAN (Sundance @ Indigo Hill)			225	-	-	-	-	-	-
99	MICHAEL PETRUCELLI (Carlyle Park)			213	-	-	-	-	-	-
100	GAIL FRANCES	X		177	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			226	-	-	-	-	-	-
107	HENRY HOLLENDER (HR Golf Course)	X		579	579	-	-	-	-	-
108	MIKE MILLINGTON			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)			298	-	-	-	-	-	-
113	FRANK IMPINNA	X		517	517	-	-	-	-	-
114	CLAY KARR (The Hearth)	X		1,652	1,652	-	-	-	-	-
115	COLIN CAMPBELL (Brownstones)			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	16,344	2,632	-	-	-	-
QUORUM 50% +1				15,968				16,978	84%	

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

Meeting of the Board

1.21.2025

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 November 2024
 - Approval of the Finance Committee Minutes from October 2024
 - Approval of Architectural Review Committee applicant Russell Clark
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee: Review and approve the Nov. 2024 Financial, review the Dec. 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, February 18, 2025.

Meeting of the Board Minutes

Minutes from November 19, 2024



Agenda item: Call to Order

Presenter: Monica Wasden

Conclusions:

The meeting was called to order at 6:46 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 October 2024
- Approval of Finance Committee Minutes from September 2024
- Approval of Architectural Review Committee Minutes from October 2024
- Approval of Design Review Committee Minutes from October 2024
- Approval of the 2025 Board and Delegate Meeting Calendar
- Approval of the 2025 Guest Speaker Schedule
- Approval of the 2025 Holiday Schedule
- Approval of Resolution 24_11_04: Administrative and Recreation Budget Adoption
- Approval of Resolution 24_11_05: Records Inspection and Destruction Policy



Conclusions:

A motion was made by Dan DeBacco 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:

None

Agenda item: Committee Reports

Presenter: N/A

Discussions:

Delegate Meeting:

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

Conclusions:

A motion was made by Leo Stegman and seconded by Todd Landgrave 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:

- Gave an update regarding the response that staff and legal counsel will be drafting surrounding the Backcountry. Mike will update the Board, as necessary.
- Shared information about the Volunteer Appreciation event.
- Reminded the Board that they are welcome to attend the Holiday Staff Lunch on December 12.
- Provided an update regarding the communication the Board has received pertaining to Waste Management.

Agenda item: Continued Business

Discussions:

None

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 adjourned at 6:55 p.m., motioned by Dan DeBacco and seconded by Leo Stegman.

Respectfully submitted,

Jim Allen



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

**October 21, 2024, Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center**

FC Members Present:

Leighton Stephenson
Jennifer Harris
Michael Flower
Shane Callahan
Homar Alvarado
Erik Vaska

FC Members Absent:

Ron Welk

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 September 16, 2024, Finance Committee meeting minutes.

A motion was made to accept the September 16, 2024, HRCA Finance Committee meeting minutes as presented. The motion was approved with two abstentions.

Motion: Leighton Stephenson Second: Jennifer Harris

3. The Finance Committee reviewed and discussed the September 30, 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 \$456K. The budget shortfall is due to non-cash loss on disposal of assets totaling \$419K. Without these disposals, HRCA is \$37K below 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 September 30, 2024, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Michael Flower Second: Shane Callahan

4. The Finance Committee next reviewed the Q3 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 Q3 2024, 501(c)3 Financial Statements. The motion was approved unanimously.

Motion: Jennifer Harris Second: Homar Alvarado

5. Brice Kahler presented the Q3 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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Russell Last Name: Clark
 Home Phone #: 720-456-8450 Email Address: russell@a-dayconstruction.com
 Address: 10617 Briarglen Cir
 City: Highlands Ranch, CO Zip Code: 80130

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

2. Please check the committee for which you are applying: Application revised to ARC per WB email discussion with RC (12/18/2024)
 Architectural Committee Development Review Committee Finance Committee Tribunal Hearings Panel
 Other: Development Review Committee

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

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

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

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

7. If yes, which committee and when?

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

Proactive and humbly-confident construction professional with 18+ years of international and domestic project experience. I have a Denver Class B General Contractor license, extensive knowledge of the Colorado market, established relationships, the ability to navigate complex

9. Please attach a current resume.

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

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

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

Signature: Russell Clark Digitally signed by Russell Clark
Date: 2023.08.17 12:11:17 -06'00' Date 12/11/24

For office use only:

Received by:	Date: <u>12/18/2024</u>		
<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> Letter of Interest	<input checked="" type="checkbox"/> COI Disclosure
Resolution 17_01_03 Duties and Responsibilities			

PROFILE

Proactive and humbly-confident construction professional with 18+ years of international and domestic project experience. I have a Denver Class B General Contractor license, extensive knowledge of the Colorado market, established relationships, the ability to navigate complex projects, and the ability to thrive in a team environment.

EXPERIENCE

Senior Estimator – Fransen Pittman Construction – Englewood, Colorado

September 2024 to Present

Role/Responsibility: Preconstruction services, including estimating, design assistance, performing comparisons of scope quantities and cost data between projects, Identifying key issues and opportunities that impact project success, subcontractor solicitations and evaluations, coaching and mentoring other estimators, cost modeling and analysis, permit procurement, material procurement, subcontracting, and client relationships.

President/Owner - A-Day Construction – Highlands Ranch, Colorado

August 2023 to Present

Role/Responsibility: Strategic planning and business development while leading sales and operations throughout the company. Provide preconstruction coordination and management, constructability reviews, project budgeting, and building permit procurement to construction responsibilities such as project schedule adherence, working safely, code compliance, and completing all projects.

Senior Project Manager – Alliance Residential Company – Denver, Colorado

July 2021 to August 2023

Role/Responsibility: Led three multi-family garden-style projects with 816 units. Key contributions to the projects included estimating, preconstruction, permit procurement, buyout, schedule creation, team management, cost control, ongoing communication with all project stakeholders, and efforts as needed to complete the projects.

Project Executive – Kattera/Bristlecone – Denver, Colorado

January 2017 to July 2021

Role/Responsibility: Led multiple project teams from design and manufacturing through construction completion. Completed 564 total multi-family units across Colorado, California, and Idaho and completed one mid-rise commercial building located in Littleton, Colorado. Key contributions to the projects included estimating, preconstruction, permit procurement, buyout, schedule creation, team management, cost control, ongoing communication with all project stakeholders, and efforts as needed to complete the projects.

Project Manager – Alliance Construction Solutions – Denver, Colorado

August 2015 to January 2017

Completed 325 hotel rooms and 28 multi-family units. Key contributions to the projects included buyout, Owner and design team management, cost control, safety compliance, forecasting, and efforts as needed to complete the projects.

Project Manager/Estimator – Bates Engineers & Contractors – Bainbridge, Georgia

January 2006 to August 2015

Estimate and managed numerous design-build projects from the cradle to the grave. Project types worked on included heavy industrial, power generation, commercial, and military (USACE).

EDUCATION & CERTIFICATIONS

Auburn University, Auburn Alabama 2006

LEED AP BD+C

City and County of Denver Class B Building Supervisor / Contractor