

Annual Meeting of the Delegates

3.25.2025

Southridge – Wildcat



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

Agenda

- | | | |
|-------|-------------------------------------------------------------------------------------------------------------------------------------|-----------|
| I. | Call to Order | 6 p.m. |
| II. | Guest Speaker <i>Erin Kane, Douglas County School Superintendent</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 March 19, 2024
Annual 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. | Board of Directors Vote <ul style="list-style-type: none">Election results of two Directors to the Board of Directors | 6:45 p.m. |
| XI. | General Manager Report <i>Mike Bailey</i> | 6:50 p.m. |
| XII. | Continued Business | 6:55 p.m. |
| XIII. | New Business | 7 p.m. |
| XIV. | Delegate Forum <i>Three-minute time limit</i> | 7:05 p.m. |
| XV. | Adjournment | 7:15 p.m. |

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.
The next regular Delegate and Board meeting will be held on Tuesday, April 22, 2025.



Annual Meeting of the Delegates - Minutes

March 19, 2024

6:00 p.m.

Southridge Rec Center

Agenda item:	Call to Order	Presenter:	Monica Wasden
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Monica Wasden called the meeting to order at 6:02 p.m.

Agenda item:	Guest Speaker – Congressman Bob Marshall	Presenter:	Bob Marshall
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Congressman Bob Marshall presented a PowerPoint. Within his presentation:

Information on how to find a bill, read a note, and identify yourself as a resident of HD43.

A thank you and overview of what the response was to the June 2023 tornado.

An overview of session bills HB24-1177, HB24-1076, HB24-1287, HB24-1118, HB24-1056, HB24-1053, and HB24-1052.

An overview of HRCAs bills of interest HB24-1078, HB24-1158, SB24-021, and property taxes.

Time was allotted for Q&A.

Agenda item:	Pledge of Allegiance	Presenter:	Monica Wasden
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Monica Wasden led the meeting in the Pledge of Allegiance.

Agenda item:	Proof of Notice of Meeting	Presenter:	Dan DeBacco
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Dan DeBacco confirmed the Proof of Notice of the Meeting.

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

A quorum was established; 21,508 lots of 31,934 lots were present.

Agenda item:	Approval of Minutes for the Annual Meeting of the Delegates March 21, 2023	Presenter:	Delegate Body
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Conclusions:

Approval of Minutes for the Annual Meeting of the Delegates: District 2/106, Dennis Epperly, motioned, District 90, Barbara Smith, seconded. Motion carried, minutes were approved.

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

None



Agenda item: Board of Directors Report

Presenter: Monica Wasden

Conclusions:

None

Agenda item: Board of Directors Comments

Presenter: Monica Wasden

Conclusions:

None

Agenda item: Voting

Presenter: Mike Bailey

Conclusions:

General Manager, Mike Bailey presented a PowerPoint. Within his presentation he outlined the 2024 Board of Directors Election results and announced the four elected Board members: Dan DeBacco, Todd Landgrave, Leo Stegman, and Monica Wasden. Dan DeBacco receiving the lowest vote total will serve the one-year term, expiring in March 2025. Todd Landgrave, Leo Stegman and Monica Wasden will serve three-year terms, expiring in March 2027.

Agenda item: General Manager Report

Presenter: Mike Bailey

Conclusions:

Mike Bailey presented a PowerPoint. Within his PowerPoint:

- An overview of the first week of Delegate elections.

- A reminder of the vacant positions on the Architectural Review Committee.

- A request to update contact information for Delegates.

- Announcement of the HRMD/HRCA Board to Board meeting on Tuesday, April 23.

- Introduced Woody Bryant, the new Director of Community Improvements.

Agenda item: Department Updates

Presenter: N/A

Conclusions:

Safety and Training Administrator, Curt D. Avery, presented a PowerPoint. Within his presentation:

- Information on what the new hire orientation involves.

- HRCA implementation of customer service training, which also greatly involves safety protocols.

- What the Safety Committee reviews and covers and how to ensure HRCA stays on top of the training requirements.

- What is required for each facility inspection, from insurance to risk management and annual fire inspections.

- A highlight of the Employee Relations Committee which improves employee morale and appreciation and the Wellness Committee that promotes staff wellness and health.

- Time was allowed for Q&A.

Agenda item: Continued/New Business

Presenter: N/A

Conclusions:

Pattie McGuinness | District 112: Inquired about new lighting RIGs her sub-association Board brought to her attention. General Manager Mike Bailey responded and highlighted the updated guideline recommendations from the Architectural Review Committee.

Agenda item: Delegate Forum

Presenter: N/A

Discussion:

Delegate District #23 | Michael Meehan: Discussed the boy who lost his life in a traffic incident on March 6 and if there is any sort of memorial that can be placed at the site of the accident. General Manager Bailey mentioned it would be a great topic to add to the HRMD/HRCA joint meeting.

Delegate District #62 | Nancy Smith: Thanked all the staff for attending. Highlighted the HRMD Senior Center and encouraged Delegates to join.

Delegate District #98 | Lisa Kirwan: Inquired why Highlands Ranch does not have any red-light cameras. General Manager Bailey mentioned that this would be an issue to address with Douglas County Sheriff's office.

Delegate District #102 | Paula Bacheller: Had a question regarding snow removal on sidewalks removal times were long. General Manager Bailey reminded her that Douglas County was the entity that oversees this.

Agenda item: Adjournment

Presenter:

Conclusions:

The Annual Meeting of the Delegates was adjourned at 7:04 p.m.

Respectfully submitted,

Jim Allen, Secretary

NG DATE: March 19, 2024
RD DATE: March 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 OPOSED	TOTAL ABSENTIONS
1	LESLIE MILLER			297	-	-	-	-	-	-
2	DENNIS EPPERLY	X		266	266	-	-	-	-	-
3	TODD LANDGRAVE	X		184	184	-	-	-	-	-
4	ROY KING (Stratton Ridge)	X		153	153	-	-	-	-	-
5	JUDY DYK (Bradford Hills)	X		108	108	-	-	-	-	-
6	LARISSA KNAPEL C (Sugarmill)	X		126	126	-	-	-	-	-
7	MICHAEL RILEY			295	-	-	-	-	-	-
8	VACANT (Chalet)			97	-	-	-	-	-	-
9	DIANA PERKINS (Remington Bluffs)	X		50	50	-	-	-	-	-
10	JIM MATSEY			143	-	-	-	-	-	-
11	ERIC FISCHER	X		251	251	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills)	X		113	113	-	-	-	-	-
13	BILHARY PRICE			199	-	-	-	-	-	-
14	TAMMY KELLY	P		185	-	185	-	-	-	-
15	JUSTIN HILL			200	-	-	-	-	-	-
16	ELIZABETH STROCK	X		105	105	-	-	-	-	-
17	GREG HERMAN	X		166	166	-	-	-	-	-
18	GLENN PROULX	X		318	318	-	-	-	-	-
20	JEAN REHNKE	X		208	208	-	-	-	-	-
21	ANDREW CURRIER			189	-	-	-	-	-	-
22	BRYAN WALSH			132	-	-	-	-	-	-
23	MICHAEL MEHRAN			142	142	-	-	-	-	-
24	CONNIE ROSEL	X		83	83	-	-	-	-	-
25	ANDY JONES			438	-	-	-	-	-	-
26	REBECCA ROTHWELL			183	-	-	-	-	-	-
27	KYLE ANHORN	X		242	242	-	-	-	-	-
28	BRYAN WALSH			48	-	-	-	-	-	-
30	JOE AHLGRIM (Timberline)	X		368	368	-	-	-	-	-
40	FRANK IMPINNA	X		368	368	-	-	-	-	-
41	TOMMY DOLAN			366	-	-	-	-	-	-
49	RETHANY KOCH	X		291	291	-	-	-	-	-
50	LINDA MALLETT (Glencroft)	X		345	345	-	-	-	-	-
51	SID BASU	X		253	253	-	-	-	-	-
52	CLINTON CAVE			234	-	-	-	-	-	-
53	SHARVYN LANDIS	X		171	171	-	-	-	-	-
60	PATRICIA CALLIES	X		181	181	-	-	-	-	-
61	JEFF ROHR	X		105	105	-	-	-	-	-
62	NANCY SMITH	X		197	197	-	-	-	-	-
63	TODD LANDGRAVE	X		51	51	-	-	-	-	-
64	RUSSELL KING	X		130	130	-	-	-	-	-
65	DON WOODLAND			96	96	-	-	-	-	-
66	JEFF ROHR	X		224	224	-	-	-	-	-
68	HOMAR ALVARADO			152	-	-	-	-	-	-
69	LOUISE ANSARI			182	-	-	-	-	-	-
70	TERI HJELMSTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)	X		26	26	-	-	-	-	-
73	VACANT			1,184	-	-	-	-	-	-
74	BILL BUETTNER	X		940	940	-	-	-	-	-
75	VACANT			74	-	-	-	-	-	-
76	BRI T ROGERS	X		223	223	-	-	-	-	-
77	MELISSA SMITHSEART			420	-	-	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	CONNIE MANZER (The Retreat)			101	-	-	-	-	-	-

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Annual Meeting of the Board

3.25.2025

Southridge – Wildcat



Agenda

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
 - Approval of the March 19, 2024 Annual Meeting of the Board minutes
- V. Appointment of Officers
- VI. Board of Director's Duties and Responsibilities/Conflict of Interest Acknowledgement
- VII. Member Forum
- VIII. Director Comments
- IX. Continued Business
- X. New Business
- XI. Delegate Forum
- XII. Adjournment



Annual Meeting of the Board Meeting Minutes

March 19, 2024
Southridge Rec Center

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

The meeting was called to order at 7:15 p.m.

Agenda item:	Establishment of Quorum/Roll Call	Presenter:	Dan DeBacco
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Conclusions:

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

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

Dan DeBacco confirmed the Proof of Notice of Meeting.

Agenda item:	Approval of Minutes	Presenter:	Monica Wasden
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Action Items:

Approval of March 21, 2023, Annual Board of Director Meeting Minutes: A motion was made by Dan DeBacco and seconded by Todd Landgrave. Motion carried.

Agenda item:	Appointment of Officers	Presenter:	Board of Directors
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Discussions:

A discussion was made to appoint Monica Wasden as President, Dan DeBacco and Todd Landgrave as Vice President, Leo Stegman as Treasurer, and Jim Allen as Secretary. All members agreed to this

Agenda item:	Board of Director's Duties and Responsibilities/Conflict of Interest Acknowledgement	Presenter:	Board of Directors
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Discussions:

All Board members acknowledged and signed the Director's Duties and Responsibilities and Conflict of Interest forms.

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

None

Agenda item: Director Comments

Presenter: Board of Directors

Discussions:

Dan DeBacco: Thanked everyone who voted for him and shared his excitement about this oncoming Board.

Todd Landgrave: Thanked everyone who voted for him.

Leo Stegman: Thanked everyone who voted for him.

Monica Wasden: Thanked everyone and shared excitement over the new Board.

Agenda item: General Manager Report

Presenter: Mike Bailey

Discussions:

Congratulated everyone and shared how much he looks forward to working with them. Thanked Melissa Park again for her 10 years of service.

Agenda item: Continued Business

Presenter: N/A

Discussions:

No continued business

Agenda item: New Business

Presenter: N/A

Discussions:

Dan DeBacco heard from staff regarding lost and found items and wanted to explore giving the items to the homeless instead of Goodwill. General Manager Bailey said staff would explore this option and follow up with the Board.

Agenda item: Delegate Forum

Presenter: N/A

Discussions:

Nancy Smith | Delegate District 62: She shared several complaints from residents about lighting and how strict the new guidelines are.

Agenda item: Adjournment

Presenter: Monica Wasden

Conclusions:

The Meeting of the Delegates was adjourned at 7:24 p.m.- Motion to adjourn, by Dan DeBacco, motion seconded by Leo Stegman. Meeting adjourned.

Respectfully submitted,

Jim Allen, Secretary

Meeting of the Board

3.25.2025

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 February 2025
 - Approval of the Finance Committee Minutes from January 2025
 - Approval of Architectural Review Committee Minutes from February 2025
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee:
 - Review of the February 2025 Financials. Approval of December 2024, January 2025, and February 2025 Financials.
 - Review and approval of the 2024 Audit Presentation
- 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, April 22, 2025.

Meeting of the Board Minutes

Minutes from February 18, 2025



Agenda item: Call to Order

Presenter: Monica Wasden

Conclusions:

The meeting was called to order at 8:28 p.m.

Agenda item: Establishment of Quorum/Roll Call

Presenter: Jim Allen

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: Jim Allen

Conclusions:

Jim Allen confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda

Presenter: Monica Wasden

Action Items:

- Approval of Board Meeting Minutes of Action from January 2025
- Approval of Finance Committee Minutes from November 2024
- Approval of Architectural Review Committee Minutes from January 2025

Conclusions:

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



Agenda item: Member Forum

Presenter: Members

Discussions:

None

Agenda item: Director Comments

Presenter: Board of Directors

Discussions:

Todd Landgrave: Commented on the meeting with the Commissioners and Douglas County, sharing how productive and great it went.

Dan DeBacco: Thanked Monica Wasden and staff for all their work.

Jim Allen: Congratulate Mark Gibel, who was reappointed to the COSAC.

Agenda item: Committee Reports

Presenter: N/A

Discussions:

Delegate Meeting:

Finance Committee: Brice Kahler presented the January 2025 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:

No approvals this month.

Agenda item: General Manager Report

Presenter: Mike Bailey

Discussions:

General Manager Mike Bailey commented on the following:



- Reiterated what Todd Landgrave shared. The support from the County was phenomenal.
- Shared a lot of Items that the staff does day-to-day and how thankful he is for their continued hard work.

Agenda item: Continued Business

Discussions:

None

Agenda item: New Business

Discussions:

Staff shared that June 21, 2025, would be the date for the Community Cleanup. Rebecca Ruiz shared an update regarding this event.

Agenda item: Delegate Forum

Presenter: Delegates

Discussions:

Done

Agenda item:: Adjournment

Monica Wasden

Conclusions:

The Board of Directors Meeting was adjourned at 8:35 p.m., motioned by Dan DeBacco and seconded by Todd Landgrave. Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Jim Allen



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

January 20, 2025 Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center

FC Members Present:

Leighton Stephenson
Ron Welk
Shane Callahan
Michael Flower
Erik Vaska

FC Members Absent:

Jennifer Harris

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 November 18, 2024, Finance Committee meeting minutes.

A motion was made to accept the November 18, 2024, HRCA Finance Committee meeting minutes as presented. The motion was approved with one abstention.

Motion: Leighton Stephenson Second: Shane Callahan

A Finance Committee meeting was not held in December 2024.

3. The Finance Committee reviewed the November 30, 2024, HRCA Financial Statements. There have been no changes since November financials were sent to the Committee via email on December 16, 2024. The actual to budget favorable/unfavorable variances were identified for consolidated financials and operating funds. Consolidated net revenues are below budget YTD by \$581K. The budget shortfall is primarily due to non-cash loss on disposal of assets totaling \$419K.

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

Motion: Ron Welk Second: Erik Vaska

4. The Finance Committee next reviewed and discussed the DRAFT December 31, 2024, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials, each operating fund, and various programs. Year to date revenues are up \$852K or 2.7% to budget. Driving revenues are insurance reimbursements from tornado damage, grants, homeowner fees, and program revenue. YTD expenses are up \$1.1M or 3.8% to budget. Capital expenditures of \$5.3M for the year were discussed.

The December financial statements will be finalized and presented for approval after the annual audit is completed in March.

5. The Finance Committee next reviewed the Q4 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 Q4 2024, 501(c)3 Financial Statements. The motion was approved unanimously.

Motion: Erik Vaska Second: Michael Flower

6. Brice Kahler presented the Q4 2024 Investment overview. HRCA is conservatively invested per our Investment Policy. Weighted average earnings have decreased slightly with some early calls on CD's.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager

Architectural Review Committee MEETING MINUTES

Meeting Date: February 19, 2025

Aspen/Vail Conference Room: Eastridge Recreation Center

9568 S University Blvd – Highlands Ranch, CO 80126



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	Notes
Jeff Rohr (JR)	✓			
Kate Landauer (KL)	✓			
Patricia Callies (PC)	✓			
Jeff Buttermore (JB)			✓	
Dawn Keating (DK)			✓	
Russell Clark (RC)	✓			

Also in attendance:

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

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

Sheri **Gaskill** (SG), Resident/Applicant (10236 Woodrose Lane)

II. REVIEW OF MINUTES

A. The **February 05, 2025** Meeting Minutes were reviewed.

a. **DISCUSSION:**

i. None.

b. **ACTION:**

i. Motion (by: PC, 2nd by: JR) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: RC Abstained since he was a non-voting observer/participant at the 01/15/2025 Meeting.

ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. No Tribunals were held prior to meeting. One Tribunal is scheduled for February 20, 2025:

a. Appeal of ARC Denial of Lighting (01/15) for 9111 Weatherstone



Architectural Review Committee Meeting Minutes

February 19, 2025

Page 2 of 5

IV. RESIDENTIAL APPOINTMENTS

- A. None scheduled.

V. NEW BUSINESS

- A. **10236 Woodrose Lane** – Rebuild (Fire).

a. **DISCUSSION:**

- i. The home was severely damaged due to a fire and will be reconstructed. No change to the footprint of the home.
- ii. The Homeowner was present at the meeting and noted that she would like to replace the brick accent elements with stone (photographic material sample provided in ARC packet) and that she would like to include glass in the upper panel of the garage door (ARC packet did not reflect this). The Homeowner noted that she was open to discussions regarding her preferred colors (Base: Dress Blues, Trim: Pure White, Front Door: Caviar or Crabby Apple).
 - a. JW noted to the ARC that Naval (SW 6244) was similar to Dress Blues and is a commonly approved color.
- iii. The ARC deliberated and concluded that the stone accent was acceptable and that the use of glass in the upper panel of the garage door was acceptable. They conditioned the approval regarding the Base Color and Front Pedestrian Door color.
- iv. **APPROVAL CONDITION:** The Base Color must be Naval (SW6244) and the Front Pedestrian Door must be Caviar (SW6990).

b. **ACTION:**

- i. Motion (by: PC, 2nd by: JC) to **APPROVE WITH CONDITIONS**. Conditions as noted above.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

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- B. **9 Falcon Hill Drive** – Lawn Ornament.

a. **DISCUSSION:**

- i. Section 2.48 of the RIGs implies that ARC approval is required for ornaments that are installed in the “rear” yard that are greater than 3’ in height. The application is for an art statue (considered a lawn ornament) that is approximately 6’-6” tall.
 - a. JW noted that the application was made by the Homeowner in response to a complaint the Sub-Association Management Team received from an abutting neighbor.
 - b. WB noted the backyard abuts University Boulevard and that the location of the statue is approximately 130’ from the closest drive lane and that the ground elevation at the location of the statue is approximately 22’ higher than the closest drive lane.
- ii. The ARC deliberated and relied on a strict interpretation of §2.48 that the installed art statue (lawn ornament) exceeded the allowable (without approval) height limitation. Since application was made in response to a complaint received from an abutting neighbor, allowing the oversized art statue (lawn ornament) in the current location was not approvable.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

February 19, 2025

Page 3 of 5

C. 107 Falcon Hills Dr – Deck Expansion.

a. DISCUSSION:

- i. The proposal includes the expansion of an existing deck that extends beyond the back of the home, primarily for installation of stairs to ground level.
 - a. JW noted that the proposal expands the deck to the side of the house. Section 2.22.B.1 of the RIGs state that the “...standard location is directly behind the house. Alternative locations (e.g., master-level, side yard, etc.) may be considered on a case-by-case basis.”
- ii. The ARC deliberated and determined that the rear expansion was minor and noted that the home’s large pie-shaped lot, positioned on the outer curve of the road, sets it farther back than adjacent side-yard neighbors, minimizing impact.

b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

D. 5235 Weeping Willow Circle – Sauna/Pergolas/Fence.

a. DISCUSSION:

- i. The ARC was concerned with the extensive improvements that were made without approval. Their concerns include:
 - a. The sauna is considered an Accessory Building because of its size (RIGs §2.2.B). Accordingly, the roof must match the color and materials of the main home (RIGs §2.2.C). Currently, the roof of the sauna is “black, corrugated metal,” which is not acceptable.
 - b. Double-Fencing is not allowed (RIGs §2.30).
 - c. New fencing must transition in height to match existing fencing (RIGs §2.30.F.2). The existing damaged wing fence (defined in RIGs §2.30.A) must be immediately repaired and stained “Highlands Ranch Fence Brown (RIGs §2.30.D.3).
 - d. The ARC is concerned that the “Zen” area, which appears to include a stem wall surround with electrical, that may adversely affect drainage (RIGs §2.27).
- ii. The ARC directed Staff to consult with both Douglas County Planning/Zoning and Douglas County Building to ensure appropriate building (and/or electrical) permits were obtained.

b. ACTION:

- i. Motion (by: PC, 2nd by: RC) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

E. 8680 Forest Drive – Window Variance (Elimination of Grid).

a. DISCUSSION:

- i. The ARC deliberated and agreed that this window is considered a clerestory (high, non-operable window placed above eye level to primarily bring in light or for aesthetics rather than ventilation). Accordingly, the ARC determined that the request to not include gridding is reasonable and does not impact uniformity.

b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

February 19, 2025

Page 4 of 5

F. 9182 Princeton St – Paint.

a. DISCUSSION:

- i. The ARC was okay with the Base (Labradorite, SW 7619) and Trim (Snowbound, SW 7004) colors; however, the preferred the trim color suggested by JW (Tiole Red, SW 0006) over the homeowner's color choice (Coral Clay SW 9005) because it didn't provide sufficient contrast to the base color.
- ii. **APPROVAL CONDITION:** The Accent Color must be Toile Red (SW 0006).

b. ACTION:

- i. Motion (by: DK, 2nd by: PC) to **APPROVE WITH CONDITIONS**. Conditions as noted above.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

G. 9541 Painted Canyon Circle – Under Soffit Lights.

a. DISCUSSION:

- i. The ARC noted that the installation was not in compliance with RIGs §2.44.E. Their concerns include:
 - a. No exposed wires may be visible (photographic evidence provided as part of the application shows exposed wires).
 - b. Govee lights are prohibited from the front of the house (photographic evidence provided as part of the application shows lighting in the front of the house and that Govee was used).
 - c. Lighting must be installed in a professional manner (Govee relies on VHB glue and clips, which as show to fail due to the climate in Colorado).
- ii. The ARC has instructed Staff to have the homeowner remove the lights within 30 days.
 - a. WB noted that Staff's authority is limited to issuing a Notice of Violation, which provides the homeowner with two consecutive 30-day cure periods.

b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

H. 9916 Foxhill Circle – Paint.

a. DISCUSSION:

- i. The ARC noted that this was a unique case, because, as a corner lot, more than just the front face of the home would be visible. Because of this, The ARC was concerned about the expanse of wall area that would have the preferred base color (Wild Currant, SW 7583) applied.
 - a. JW recommended Red Barn (SW 7591) for the Base and Beach House (SW 7518) for the Trim as alternates. Both colors have been approved before.
 - b. JW noted that Red Barn (SW 7591) is a more muted, earthy red with brown undertones, giving it a traditional and natural look. The strong undertones in Wild Currant can make it overwhelming on large surfaces, whereas Red Barn provides a more balanced appearance. Additionally, darker reds with purple tones tend to fade unevenly under Colorado's intense sunlight, shifting to pink or dull maroon over time, while earthy reds like Red Barn are more fade-resistant and maintain their integrity longer.

Architectural Review Committee Meeting Minutes

February 19, 2025

Page 5 of 5

- ii. The ARC instructed Staff to offer the suggested colors to the homeowner. If the suggested colors are acceptable to the homeowner, Staff is instructed to update the denial to an approval with conditions signifying the colors.
- b. **ACTION:**
 - i. Motion (by: JR, 2nd by: PC) to **DENY, ELIGIBLE FOR APPROVAL WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.
 - ii. Motion **PASSES.**

I. 10239 Royal Eagle Lane – Under Soffit Lights.

- a. **DISCUSSION:**
 - i. The ARC noted that the installation was not in compliance with RIGs §2.44.E. Their concerns include:
 - a. No exposed wires may be visible (photographic evidence provided as part of the application shows exposed wires).
 - b. Govee lights are prohibited from the front of the house (photographic evidence provided as part of the application shows lighting in the front of the house and that Govee was used).
 - c. Lighting must be installed in a professional manner (Govee relies on VHB glue and clips, which as show to fail due to the climate in Colorado).
 - ii. The ARC has instructed Staff to have the homeowner remove the lights within 30 days.
 - a. WB noted that Staff's authority is limited to issuing a Notice of Violation, which provides the homeowner with two consecutive 30-day cure periods.
- b. **ACTION:**
 - iii. Motion (by: JR, 2nd by: PC) to **DENY.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.
 - iv. Motion **PASSES.**

VI. STAFF COMMENTARY

- A. None.

VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **7:02 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the March 05, 2025 Meeting.
 - a. **DISCUSSION:**
 - i. None.
 - b. **ACTION:**
 - i. Motion (by: JR, 2nd by: KL) to **APPROVE AS PRESENTED.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.
 - ii. Motion **PASSES.**

Architectural Review Committee MEETING MINUTES

Meeting Date: February 05, 2025

Aspen/Vail Conference Room: Eastridge Recreation Center

9568 S University Blvd – Highlands Ranch, CO 80126



I. CALL TO ORDER

The meeting was **called to order** at **5:36 p.m.** by J. **Wessling** (JW)

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

Member Name	Present	Absent	Excused	Notes
Jeff Rohr (JR)	✓			
Kate Landauer (KL)	✓			
Patricia Callies (PC)	✓			
Jeff Buttermore (JB)	✓			
Dawn Keating (DK)	✓			
Russell Clark (RC)	✓			

Also in attendance:

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

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

II. REVIEW OF MINUTES

A. The **January 15, 2025** Meeting Minutes were reviewed.

a. **DISCUSSION:**

i. None.

b. **ACTION:**

i. Motion (by: JB, 2nd by: PC) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	1

Notes: RC Abstained since he was a non-voting observer/participant at the 01/15/2025 Meeting.

ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. No Tribunals were held in January, 2025. Two Tribunals are scheduled for February 20, 2025:

a. Appeal of ARC Denial of Lighting (01/15) for 9111 Weatherstone

b. Appeal of Notice of Violation Issued re: Lighting. Address withheld for confidentiality.

Architectural Review Committee Meeting Minutes

February 05, 2025

Page 2 of 4

IV. RESIDENTIAL APPOINTMENTS

- A. None scheduled.

V. NEW BUSINESS

- A. **5136 Weeping Willow Circle** – Lighting.

a. **DISCUSSION:**

- i. None

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

- B. **6287 Shannon Trail** – Garage Door.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

- i. Motion (by: KL, 2nd by: JB) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

- C. **9271 Camelback St** – Paint.

a. **DISCUSSION:**

- i. The proposed base color (“Peppercorn”) and the proposed trim color (“Tricorn Black”) were debated because they are dark. Staff noted that the ARC has approved of this color combination in the past.
- ii. The proposed Ember on the garage door was debated with the consensus being concerned that it was too large an area and too much of a contrast from the proposed base and trim colors. RIG §2.50 notes that garage doors “...shall be painted to match the base or the trim, unless otherwise approved by the ARC.” However, it was agreed that this color would be appropriate as an accent on the smaller front door, as requested by the homeowner.
- iii. **APPROVAL CONDITION:** The front door may be painted to proposed “Ember;” however, the garage door must be painted the proposed base color (“Peppercorn”) and the wall vent at the second floor must be painted the proposed trim color (“Tricorn Black”).

b. **ACTION:**

- i. Motion (by: JB, 2nd by: DK) to **APPROVED WITH CONDITIONS**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

February 05, 2025

Page 3 of 4

D. 9337 Lark Sparrow Dr – Patio Cover.

a. **DISCUSSION:**

- i. The ARC discussed the concept and was concerned with the “secondary roof” that appears to have minimal slope and is attached to the home between an upper and lower window.
- ii. **APPROVAL CONDITION:** Applicant to provide construction documents detailing dimensions of structure and setback dimensions from property line. Applicant to also provide a copy of the approved Douglas County Construction Permit to ensure the structure is “...built by code,” as noted in application. This information must be submitted to HRCA Staff by not later than March 01, 2025.

b. **ACTION:**

- i. Motion (by: PC, 2nd by: JC) to **APPROVED WITH CONDITIONS**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

E. 9878 Atherton Way – Lighting.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

F. 10235 Royal Eagle Lane – Lighting.

a. **DISCUSSION:**

- i. Installation technique is not compliant with RIG §2.44.E that notes, in part: Must be permanently installed with a track that matches the color of the house; No exposed wires may be visible; Lighting must be downward facing; Lighting must be installed in a professional manner and be aesthetically pleasing.
- ii. Further, RIG §2.44.E specifically notes that plug-in style, including Govee, are prohibited in the front of the home.
- iii. Lighting must be removed, or installed to be compliant with RIG §2.44.E by March 01, 2025.

b. **ACTION:**

- i. Motion (by: DK, 2nd by: PC) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

February 05, 2025

Page 4 of 4

G. 10301 Royal Eagle Lane – Door Addition.

a. **DISCUSSION:**

- i. Although the ARC takes no exceptions with what is planned, the applicant must submit materials that match what was discussed with Staff. Materials/Documents submitted do not match current intent.
- ii. The ARC has directed Staff to work with the applicant to update the submittal. If the final submission aligns with what was discussed, Staff is authorized to reverse the denial without further ARC review.

b. **ACTION:**

- i. Motion (by: RC, 2nd by: JB) to **DENY, ELIGIBLE FOR RESUBMITTAL**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

VI. STAFF COMMENTARY

- A. At the January 15, 2025 meeting, Staff noted that the HRCA is considering consolidating the ARC and DRC into a single committee. The HRCA has tabled this discussion for the foreseeable future. The ARC and DRC operate efficiently as two independent review bodies.
- B. Staff noted that an application may be presented soon regarding a homeowner that would like to install “faux vegetation” (e.g., artificial green wall) on an exterior fence that is parallel to their driveway. This may be in conflict with RIG §2.30.F.5. that prohibits items from being attached to a fence.

VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **6:36 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the February 19, 2025 Meeting.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.