

# Meeting of the Delegates

5.20.2025

Southridge – Wildcat



**HIGHLANDS  
RANCH**  
COMMUNITY ASSOCIATION

## Agenda

- |       |   |           |
|-------|---|-----------|
| I.    | Call to Order   | 6 p.m.    |
| II.   | Pledge of Allegiance  | 6:01 p.m. |
| III.  | Scholarship Recipient Award Ceremony  | 6:03 p.m. |
| IV.   | Guest Speaker   <i>Douglas County Commissioners</i>   | 6:25 p.m. |
| V.    | Roll Call/Establishment of Quorum   | 6:45 p.m. |
| VI.   | Proof of Notice of Meeting  | 6:46 p.m. |
| VII.  | Approval of the Meeting Minutes of Action from the April 22, 2025<br>Meeting of the Delegates   | 6:47 p.m. |
| VIII. | Member Forum   <i>Three-minute time limit</i>   | 6:50 p.m. |
| IX.   | Board of Directors Report   <i>Monica Wasden</i>  | 7 p.m.    |
| X.    | Director Comments   | 7:10 p.m. |
| XI.   | General Manager Report   <i>Mike Bailey</i> <ul style="list-style-type: none"><li>• Department Update   <i>Jake Heerd, Facilities</i></li></ul> | 7:15 p.m. |
| XII.  | Continued Business  | 7:20 p.m. |
| XIII. | New Business  | 7:23 p.m. |
| XIV.  | Delegate Forum   <i>Three-minute time limit</i>   | 7:25 p.m. |
| XV.   | Adjournment   | 7:35 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, June 17, 2025.

# Meeting of the Delegates Minutes

Minutes from April 22, 2025



## Agenda

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<b>Agenda item:</b>	Call to Order	<b>Presenter:</b>	Monica Wasden
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President Wasden called the meeting to order at 6:02 p.m.

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<b>Agenda item:</b>	Guest Speaker, Highlands Ranch Metro District	<b>Presenter:</b>	Stephanie Stanley
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Stephanie Stanley presented a PowerPoint. Within her PowerPoint:

- A highlight of upcoming events at HRMD.
- An overview of capital projects, including Southpark Pickleball Complex and Toepfer Park improvements.
- Updates on the Senior Center.
- Information on the upcoming HRMD Board Election and voting.
- Time was allotted for Q & A.

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<b>Agenda item:</b>	Pledge of Allegiance	<b>Presenter:</b>	Monica Wasden
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President Wasden led the meeting in the Pledge of Allegiance.

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<b>Agenda item:</b>	Roll Call/Establishment of Quorum	<b>Presenter:</b>	Kelly Garlutz
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### Conclusions:

A quorum was established; 21,346 of 31,934 lots were present.

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<b>Agenda item:</b>	Proof of Notice of Meeting	<b>Presenter:</b>	Jim Allen
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Jim Allen confirmed the Proof of Notice of Meeting.

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<b>Agenda item:</b>	Approval of Minutes for the Meeting of the Delegates for the February 18, 2025, Meeting	<b>Presenter:</b>	Monica Wasden
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### Conclusions:

The January 2025 minutes were approved — motioned by Greg Herman, District 17, and seconded by Linda Mallette, District 50. Motion carried.



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**Agenda item:** Member Forum

**Presenter:** Members

**Discussion:**

Rita Salcedo | 95 Sylvester Street: Introduced herself as a candidate for HRMD election, discussed her bio and qualifications

Martin Claus | 1009 English Sparrow: Introduced himself as a candidate for HR Water District Board Member, discussed his bio and qualifications

Rep. Bob Marshall | 2 Jack Rabbit: Discussed his email to County Commissioners about Home Rule and his concerns on the process. Invited residents to email or call him with any concerns or questions.

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**Agenda item:** Board of Directors Report

**Presenter:** Monica Wasden

**Conclusions:**

President Wasden presented a PowerPoint. Within her report:

- An update regarding Wildcat Regional Park and Zebulon Center.
- Results from the 2025 Delegate Election and a welcome to the new Delegates and returning Delegates.
- Discussion: Time was allotted for Delegate Q&A.

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**Agenda item:** Board of Director Comments

**Presenter:** Board of Directors

**Conclusions:**

Jim Allen: Welcome to the new delegates and let them know that 3 of Board Members are absent but will return in the next couple of meetings.

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**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Conclusions:**

General Manager Bailey presented a PowerPoint. Within his report:

- Welcome to new Delegates and will be hosting Delegate Orientation/Welcome last week of May.
- Quarterly deep dives with staff that Delegates are welcome to attend. Board encourages Delegate forum at each of the meetings.
- May meeting will recognize the 25 High School Scholarship winners.



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**Agenda item:** Department Updates – Community Improvement Services **Presenter:** Woody Bryant

**Conclusions:**

Woody Bryant, Director of Community Improvement Services, presented a PowerPoint. Within his presentation:

- Information regarding HRCA's covenants and improvements processes.
- Statistics from 2024 regarding review and enforcement of the covenants.
- A staffing update on the department.
- Information on how violations are discovered, reported, and resolved.
- An outline of each of the covenant related committees.
- Time was allotted for Q & A.

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

None

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**Agenda item:** Delegate Forum **Presenter:** Delegates

**Discussion:**

Mark Dickerson | Delegate District 110: Welcomed new Delegates and discussed his candidacy for re-election to the HRMD Board of Directors. He encouraged a continued partnership with HRCA and HRMD. Recommends everyone visit the Senior Center.

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**Agenda item:** Adjournment **Presenter:** Monica Wasden

**Conclusions:**

Motioned by Greg Herman representing District 17 and seconded by Teresa Isaak representing District 4. The Meeting of the Delegates was adjourned to 6:59 p.m.

Respectfully submitted,

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*Jim Allen, Secretary*

**DISTRICT DELEGATE ROLL CALL**  
**MEETING DATE : APRIL 22, 2025**  
**RECORD DATE: APRIL 22, 2025**

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	P		297	-	297	-	-	-	-
2	DENNIS EPPERLY	X		266	266	-	-	-	-	-
3	EDWARD FABIANO	X		184	184	-	-	-	-	-
4	TERESA ISAAC (Stratton Ridge)	X		153	153	-	-	-	-	-
5	JUDY DYK (Bradford Hills)	X		108	108	-	-	-	-	-
6	CURTIS GRAY (Sugarmill)	P		126	-	126	-	-	-	-
7	RORY REGAN	X		295	295	-	-	-	-	-
8	VACANT (Chalet)			97	-	-	-	-	-	-
9	DIANA PERKINS (Remington Bluffs)	X		50	50	-	-	-	-	-
10	SAMUEL BENTZ	X		143	143	-	-	-	-	-
11	PATRICIA LONG			251	-	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills) *	P		113	-	113	-	-	-	-
13	LORRIE VOLKE	X		199	199	-	-	-	-	-
14	TAMMY KELLY			185	-	-	-	-	-	-
15	ERIC EICHER	X		200	200	-	-	-	-	-
16	ELIZABETH STROCK	X		105	105	-	-	-	-	-
17	GREG HERMAN	X		166	166	-	-	-	-	-
18	CHANAN BRAUNSTEIN			318	-	-	-	-	-	-
20	JEAN REHNKE	X		208	208	-	-	-	-	-
21	ANDREW CURRIER	X		189	189	-	-	-	-	-
22	BRYAN WALSH *	X		132	132	-	-	-	-	-
23	MICHAEL MEEHAN	X		142	142	-	-	-	-	-
24	CONNIE ROSEL *	P		83	-	83	-	-	-	-
25	ANDY JONES	X		438	438	-	-	-	-	-
26	JOHN MEZGER	X		183	183	-	-	-	-	-
27	KYLE ANHORN			242	-	-	-	-	-	-
28	BRYAN WALSH *			48	-	-	-	-	-	-
30	JOE AHLGRIM (Timberline)			368	-	-	-	-	-	-
40	FRANK IMPINNA *	X		368	368	-	-	-	-	-
41	FRANK IMPINNA *	X		366	366	-	-	-	-	-
49	BETHANY KOCH	X		291	291	-	-	-	-	-
50	LUNDA MALLETT (Gleneagles)	X		345	345	-	-	-	-	-
51	SID BASU			253	-	-	-	-	-	-
52	CLINTON CAVE	P		234	-	234	-	-	-	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	PATRICIA CALLIES	X		181	181	-	-	-	-	-
61	JEFF ROHR	P		105	-	105	-	-	-	-
62	KIM HARP			197	-	-	-	-	-	-
63	KATHY LANDGRAVE			51	-	-	-	-	-	-
64	RUSSELL KING			130	-	-	-	-	-	-
65	DON WOODLAND	X		96	96	-	-	-	-	-
66	JEFF ROHR	P		224	-	224	-	-	-	-
68	LISA ARROYO	X		152	152	-	-	-	-	-
69	FRANK IMPINNA *	X		182	182	-	-	-	-	-
70	TERI HJELMSTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)	P		26	-	26	-	-	-	-
73	VACANT			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	-	-	-	-	-

[illegible]

\*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

5.20.2025

Southridge – Wildcat



## Agenda

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
  - Approval of Board Meeting Minutes of Action from March 2025
  - Approval of Board Meeting Minutes of Action from April 2025
  - Approval of the Finance Committee Minutes from February 2025
  - Approval of the Finance Committee Minutes from March 2025
  - Approval of Architectural Review Committee Minutes from March 2025
  - Approval of the Architectural Review Committee Minutes from April 2025
  - Approval of the Design Review Committee Minutes from April 2025
  - Approval of the Artificial Intelligence Use Policy
  - Approval of Joe Levin appointment to the Architectural Review Committee
  - Approval of Patrick Gallagher to the Architectural Review Committee
  - Approval of Chris Robinson to the Architectural Review Committee
  - Approval of the Highlands Ranch Community Association Collection Policy
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
  - Delegate Meeting
  - Finance Committee:
    - Review of the April 2025 Financials. Approval of the March and April 2025 Financials.
- VIII. General Manager Report
- IX. Continued Business
- X. New Business
  - Approval of Resolution 25-05-01 of Highlands Ranch Community Association, Inc. Regarding Charter for the Open Space Conservation Area Update Committee.
- 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, June 17, 2025.

# Meeting of the Board Minutes

Minutes from March 25, 2025



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**Agenda item:** Call to Order

**Presenter:** Monica Wasden

**Conclusions:**

The meeting was called to order at 7:21 p.m.

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

**Presenter:** Jim Allen

**Conclusions:**

A quorum was established. Directors Monica Wasden, Daniel Brown, Jim Allen, 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 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 Daniel Brown and seconded by Leo Stegman to approve the Consent Agenda. Motion carried.





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**Agenda item:** Member Forum

**Presenter:** Members

**Discussions:**

None

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**Agenda item:** Director Comments

**Presenter:** Board of Directors

**Discussions:**

Jim Allen – Excited about the Base Camp PD Amendment and moving forward. Jim thanked everyone who worked on acquiring the Wildcat Regional Park land.

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**Agenda item:** Committee Reports

**Presenter:** N/A

**Discussions:**

Delegate Meeting: President Wasden shared that several Delegates were thankful for the lobbyists attending and sharing, and felt we should continue that in the future.

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:**

A motion was made by Leo Stegman and seconded by Todd Landgrave to approve the January 2025 Finances, February 2025 Finances and 2024 Audit. Motion carried.

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**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Discussions:**

General Manager Mike Bailey commented on the following:

- Thanked Brice Kahler and the entire Finance Committee for their work on the 2024 Audit.





- General Manager Mike Bailey invited Mark Gunther, Chief Operations Officer, to share updates at Westridge. The first phase of the renovation will begin April 25. Mark shared that the project is on budget as of now.
- General Manager Bailey shared regarding many of the day-to-day business and thanked staff for their work on the Board and Delegate Elections.

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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:**

Chanan Braunstein | Delegate District 18: Shared the opinion that he would like the Board to consider using some assessment funding for Wildcat Regional Park if necessary.

Kurt Huffman | Delegate District 82: Inquired about the consideration of the location of Base Camp. General Manager Bailey reminded Mr. Huffman of the Community Involvement Process and what was approved by the Delegates and Board at that time. The location of Base Camp is not being reviewed at this time.



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**Agenda item::** Adjournment

Monica Wasden

**Conclusions:**

The Board of Directors Meeting adjournment was motioned by Daniel Brown and seconded by Leo Stegman. Meeting adjourned at 7:38 p.m.

**Respectfully submitted,**

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Jim Allen

# Meeting of the Board Minutes

Minutes from April 22, 2025



**Agenda item:** Call to Order

**Presenter:** Monica Wasden

**Conclusions:**

The meeting was called to order at 7:09 p.m.

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

**Presenter:** Jim Allen

**Conclusions:**

A quorum was not established. Directors Monica Wasden, and Jim Allen were present. Directors Leo Stegman, Dan Brown and Todd Landgrave were excused.

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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 March 2025
- Approval of Finance Committee Minutes from February 2025
- Approval of Architectural Review Committee Minutes from March 2025
- Approval of the Artificial Intelligence Use Policy
- Approval of Joe Levin appointment to the Architectural Review Committee
- Approval of Patrick Gallagher appointment to the Architectural Review Committee

**Conclusions:**

A motion was made by Monica Wasden and seconded by Jim Allen to table the Consent Agenda. All Consent Agenda Items will be added to the May Board of Directors meeting agenda.

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

None

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

None

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**Agenda item:** Committee Reports**Presenter:** N/A**Discussions:**

Delegate Meeting:

Finance Committee: Brice Kahler presented the March 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:**

Quorum not met. Approval of the March 2025 financials will be added to the May Board of Directors Agenda.

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

General Manager Mike Bailey commented on the following:

- Mentioned that new Delegates are invited to the Finance Committee Meetings



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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:**

None

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**Agenda item::** Adjournment

Monica Wasden

**Conclusions:**

The Board of Directors Meeting was adjourned at 7:15 p.m., motioned by Monica Wasden and seconded by Jim Allen.

**Respectfully submitted,**

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Jim Allen



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### Minutes

**February 17, 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  
Jennifer Harris

**FC Members Absent:**

None

**Staff Members Present:**

Brice Kahler, CFO  
Emily Arnold, Controller  
Mark Gunther, Chief Operations Officer  
Jake Heerdt, Recreation 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 January 20, 2025, Finance Committee meeting minutes.

**A motion was made to accept the January 20, 2025, HRCA Finance Committee meeting minutes as presented. The motion was approved with one abstention.**

**Motion: Michael Flower**

**Second: Shane Callahan**

3. Mark Gunther, Director of Operations, and Jake Heerdt, Recreation Manager, gave a presentation on the 2022 Reserve Study that runs through 2040. The study is a living document that is reviewed by HRCA management quarterly, updated with current pricing and timing of reserve expenditures, and monitored for tracking with budget. Determination is made on what projects can be deferred, or need acceleration, to maximize the life of assets. Changes to scope of projects are also considered. \$9 million is expected to be spent in 2025, predominantly on the Westridge renovation and roof replacement budgeted at \$6.2 million. A new study must be done every 5 years by Colorado law; the next one is slated to begin in the latter half of 2026 and finalized in Q1 2027.
4. HRCA Income Statement mapping updates were reviewed. Certain expense categories were updated or renamed to be more reflective of operations and ensure rollups for financial statement presentation matched with audited financial categories.
5. The Finance Committee next reviewed and discussed the DRAFT January 31, 2025, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials, each operating fund, and various programs. We had a good start to the year with January consolidated revenues up \$34K or 1.3% to budget. January consolidated expenses are up \$5K or 0.2% to budget.

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

6. The Finance Committee next reviewed the 2025 Highlands Ranch Community Association 501(c)3 budgets for Highlands Ranch Cultural Affairs Association, Highlands Ranch Scholarship Fund, and Highlands Ranch Backcountry Conservation and Education Fund. Of note, HRCA is budgeted to provide 26 \$2,500 scholarships to community high school seniors in 2025, funded by the annual Beer Festival. Also of note, SCFD grants received dictates the level of programming for HRCAA events.

**A motion was made that the HRCA Finance Committee endorse the 2025 HRCA 501(c)3 Budgets, as drafted, and recommend that said budgets be approved by the HRCA Board of Directors. The motion was approved unanimously.**

**Motion: Michael Flower**

**Second: Erik Vaska**

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Controller





# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### Minutes

**March 24, 2025 Finance Committee Meeting**  
**Highlands Ranch Community Association, Inc.**  
**Eastridge Recreation Center**

**FC Members Present:**

Jennifer Harris  
Leighton Stephenson  
Ron Welk  
Shane Callahan  
Erik Vaska

**FC Members Absent:**

Michael Flower

**Staff Members Present:**

Mike Bailey, General Manager  
Brice Kahler, CFO  
Emily Arnold, Controller

**Board Members and Visitors Present:**

Monica Wasden, Board President  
Todd Landgrave, Board Vice President  
Leo Stegman, Board Treasurer  
Jim Allen, Board Secretary  
Whitney Rosenfeld, Audit Manager, Haynie and Company  
Jeremy Jones, Audit Senior, Haynie and Company

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 February 17, 2025, Finance Committee meeting minutes.

**A motion was made to accept the February 17, 2025, HRCA Finance Committee meeting minutes as presented. The motion was approved unanimously.**

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

3. Whitney Rosenfeld, Audit Manager, Haynie and Company (“Haynie”), presented a PowerPoint on the 2024 audit report and findings. Haynie issued an unmodified (i.e. “clean”) opinion on the financial statements of HRCA for the year ended December 31, 2024. Haynie conducted their audit in accordance with generally accepted auditing standards. They encountered no disagreements with management, nor encountered difficulties when performing the audit. There were no material changes from the draft December financials reviewed at the January 20, 2025, Finance Committee meeting and the final audited financials.

**A motion was made to approve the December 31, 2024, Highlands Ranch Community Association Audited Financial Statements. The motion was approved unanimously.**

**Motion: Jennifer Harriss                      Second: Erik Vaska**

4. Brice Kahler noted that there were no material changes to the January 31, 2025, HRCA Financial Statements subsequent to the discussion at the February 17, 2025, Finance Committee meeting. No vote was taken at the February meeting since the prior year audit was not complete.

**A motion was made to approve the January 31, 2025, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

**Motion: Shane Callahan      Second: Ron Welk**

5. The Finance Committee reviewed and discussed the February 28, 2025, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials and each operating fund. Consolidated revenues are up 0.4% over budget; consolidated expenses are 1.6% over budget.

**A motion was made that the HRCA Finance Committee accept the February 28, 2025, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

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

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Controller

# Architectural Review Committee MEETING MINUTES

Meeting Date: March 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 **5:34 p.m.** by J. **Wessling** (JW)

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

Member Name	Present	Absent	Excused	Notes
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)	✓			
Russell <b>Clark</b> (RC)	✓			

### Also in attendance:

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

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

Caleb **Cameron** (CC), HRCA: Community Improvement Services Specialist

John **Mezger** (JM), HRCA: Community Improvement Services Technician

## II. REVIEW OF MINUTES

A. The **February 19, 2025 Meeting Minutes** were reviewed.

a. **DISCUSSION:**

i. None.

b. **ACTION:**

i. Motion (by: JR 2<sup>nd</sup> by: KL) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

ii. Motion **PASSES**.

# Architectural Review Committee Meeting Minutes

March 05, 2025

Page 2 of 5

## III. REVIEW OF TRIBUNAL HEARINGS

- A. One Tribunal was held in February (two were scheduled; however, one settled and withdrew).
  - a. ARC Denial re: Improper installation of eave lighting. Awaiting Ruling.
- B. Three Tribunals are scheduled for March
  - a. Two for improper installation of eave lighting.
  - b. One for improper installation of fencing, use of horizontal pickets.

## IV. RESIDENTIAL APPOINTMENTS

- A. None.

## V. NEW BUSINESS

- A. **1001 Riddlewood Lane** – Accessory Building.

- a. **DISCUSSION:**

- i. Staff noted that the submittal reflects that the accessory building will be located one foot from the fence line/property line.
  - a. §2.2.E of the RIGs require an offset of two feet from fence line/property line.
  - b. JW noted, per conversations with the Applicant, that they have agreed to adhere to the setback requirement.
- ii. Staff noted that the submittal didn't include information about the architectural style (e.g., roofing materials/color and paint colors).
  - a. §2.2.C of the RIGs requires that the accessory building's architectural style and materials, including roofing and paint colors for siding/trim must match the existing house.
  - b. JW noted, per conversations with the Applicant, that they have agreed to adhere to the requirement that the structure be painted the same color as the home and that the roof of the structure match the materials and color of the home.
- iii. The ARC felt the tall columnar vegetative screen proposed by the applicant would not be necessary. However, the ARC noted that if the applicant wants to include it, they may include on the inside of the fence with no further approval, or on the outside of the fence (as currently proposed) with Douglas County approval (since the gravel area along the back of walk appears to be within the right-of-way that is under the jurisdiction control of Douglas County).
- iv. **APPROVAL CONDITION.** Accessory building must be located a minimum of two (2) feet from any fence line / property line. Roofing materials and colors must match the home. Paint colors must match the home.

- b. **ACTION:**

- i. Motion (by: **PC**, 2<sup>nd</sup> by: **JC**) to **APPROVE WITH CONDITIONS**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

- B. **1051 Laurenwood Ln** – Painting Brick.

- a. **DISCUSSION:**

- i. RC questioned if painting brick was detrimental to durability of the material.
  - a. Staff noted that painting brick, in general, was vetted by the Design Review Committee (DRC) regarding durability, additional maintenance, etc. The consensus of the DRC was that painting/staining was acceptable, with Committee Approval.
  - i. Staff research found that paint provides an added layer of protection against weather elements, particularly moisture, which can help prevent issues such as cracking and spalling, though the arid climate of Highlands Ranch and Colorado in general already mitigate many moisture-related concerns. Even though occasional wet seasons or snowfall could pose minor risks, the benefits of painting (such as protecting the masonry for other weather-related wear) outweigh these concerns.

# Architectural Review Committee Meeting Minutes

March 05, 2025

Page 3 of 5

- ii. Staff did note that, on the other hand, painting masonry does introduce a need for regular maintenance. Over time, the paint may peel, chip, or fade, necessitating periodic repainting to maintain an aesthetically pleasing appearance. However, this is no different than the periodic maintenance necessary for the remainder of the painted home.
    - iii. Staff noted that one downside to painting masonry is that once the masonry is painted, it can be difficult and costly to reverse the decision. The removal process can damage the masonry, leading to additional repair costs.
  - b. Historically the Architectural Review Committee (ARC) has allowed masonry (e.g., brick, stone, etc.) to be treated with various techniques (e.g., limewash, staining, solid painting, etc.).
- ii. **APPROVAL CONDITION.** The proposed color for the brick is acceptable. The application technique must be "solid color."
- b. **ACTION:**
  - i. Motion (by: JB, 2<sup>nd</sup> by: KL) to **APPROVE WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## C. 2757 Golden Eagle Ct – Accessory Building / Chicken Coop-Run.

- a. **DISCUSSION:**
  - i. There was general concern regarding the location and orientation of the Chicken Run.
- b. **ACTION:**
  - i. Motion (by: JB, 2<sup>nd</sup> by: JB) to **APPROVE.**

VOTE TALLY		
Concur	Dissent	Abstain
4	2	0

Notes: Dissenting views included the orientation and proximity to the abutting neighbor and the personal experience with the sounds that chickens produce. Concerned that the "peace and enjoyment" of the backyard for the abutting neighbor will be adversely impacted.

- ii. Motion **PASSES.**

---

## D. 3870 White Bay Dr – Lawn Ornament.

- a. **DISCUSSION:**
  - i. There was extensive discussion about whether this application should be reviewed based on the RIG criteria in §2.48: Ornaments/Lawn Décor (as applied for), or the more lenient RIG criteria in §2.71: Signs and/or Advertising Devices. It was decided that §2.71 would be more appropriate, specifically §2.71.D that discusses "Dimensions."
    - a. Staff reminded the ARC that they may not prohibit or regulate the display based on the subject matter, message, or content.
    - b. Staff also noted that the installed element was noticed during a routine observation by HRCA CIS Field Technicians, and a Notice of Non-Compliance was issued to submit.
    - c. Staff also noted that two resident complaints about the size of the display have been logged.
    - d. Finally, Staff noted that there is precedent in Highlands Ranch requiring the removal of a similar element that was of a similar size. The decision was based on the size of the element.
  - ii. The ARC reviewed the allowances for both yard signs (maximum of 18" tall x 24" wide) and flags (maximum of 36" tall x 60" wide) and found that the proposed element exceeded both maximum allowances.
  - iii. The ARC relied on the size of the element, vis-à-vis the allowances described in RIGs §2.71.D, as the basis for their decision.
- b. **ACTION:**
  - i. Motion (by: DK, 2<sup>nd</sup> by: KL) to **DENY.**

VOTE TALLY		
Concur	Dissent	Abstain
5	0	1

Notes: None.

- ii. Motion **PASSES.**

# Architectural Review Committee

## Meeting Minutes

March 05, 2025

Page 4 of 5

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### E. 3990 White Bay Dr – Batting Cage.

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

- i. There was general concern regarding the location of the batting cage vis-à-vis the abutting neighbor.
  - a. The ARC felt that a more palatable location would be on the opposite side of the yard, parallel to Colorado Boulevard, where existing vegetation will provide screening, and the location is the furthest point from any abutting residence.
- ii. **APPROVAL CONDITION.** Install the batting cage parallel to the fence line/property line along Colorado Boulevard. Batting cage to be on the yard side of the mature landscaping that exists in this area.

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

- i. Motion (by: JR, 2<sup>nd</sup> by: JB) to **APPROVE WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

### F. 8642 Mallard Dr – Fence Flora Décor.

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

- i. The ARC relied on RIG §2.30.F.4 in their discussion that notes: “Nothing may be attached to a fence to increase the...screening capability...” The faux flora décor would fall under the “etc...” category of elements prohibited.
- ii. The ARC also relied on RIG §2.30.E.1 that discusses the staining requirement for fences that “...face or abut a street, another front yard.... This includes wing fences which are between the front of the homeowner homes.” The ARC interpreted this requirement as being necessary to maintain consistency throughout the community.

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

- i. Motion (by: RC, 2<sup>nd</sup> by: JR) to **DENY.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

### G. 9574 Painted Canyon – Security Cameras.

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

- i. The ARC was nominally concerned with the camera lights on the upper story of the backyard camera; however, the concurred that the lights were low wattage and may never be activated because of the distance to the ground plane for the motion-sensor activation.

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

- i. Motion (by: JR, 2<sup>nd</sup> by: DK) to **APPROVE.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

# Architectural Review Committee Meeting Minutes

March 05, 2025

Page 5 of 5

## H. **10839 Red Sun** – Patio and Basketball Hoop.

### a. **DISCUSSION:**

- i. The ARC was nominally concerned with the use of pavers in the patio/basketball area; however, they acknowledged that this was the homeowner's choice, and that this area appeared to be "dual tasked" as a patio and a small sports court.

### b. **ACTION:**

- i. Motion (by: JR, 2<sup>nd</sup> by: DK) to APPROVE.

VOTE TALLY		
Concur	Dissent	Abstain
<b>6</b>	<b>0</b>	<b>0</b>

Notes: None.

- ii. 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 19, 2025 Meeting.

### a. **DISCUSSION:**

- i. None.

### b. **ACTION:**

- i. Motion (by: PC 2nd by: DK) to **Approve as Presented**.

VOTE TALLY		
Concur	Dissent	Abstain
<b>3</b>	<b>0</b>	<b>0</b>

Notes: Quorum of Members Present at Meeting.

- ii. Motion **PASSES**.



# Architectural Review Committee MEETING MINUTES

Meeting Date: March 19, 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 **5:41 p.m.** by J. **Wessling** (JW)

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

Member Name	Present	Absent	Excused	Notes
Jeff <b>Rohr</b> (JR)	✓			Attended via ZOOM
Kate <b>Landauer</b> (KL)	✓			Arrived @ 2881 Windbridge review
Patricia <b>Callies</b> (PC)	✓			
Jeff <b>Buttermore</b> (JB)			✓	
Dawn <b>Keating</b> (DK)	✓			
Russell <b>Clark</b> (RC)			✓	

### Also in attendance:

Jayma **Wessling** (JW), HRCA: Residential Improvement Coordinator  
Woody **Bryant** (WB), HRCA: Director of Community Improvement Services  
Caleb **Cameron** (CC), HRCA: Community Improvement Services Specialist  
John **Mezger** (JM), HRCA: Community Improvement Services Technician  
Len **Abruzzo** (LA), The Hearth: Board President

## II. REVIEW OF MINUTES

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

a. **DISCUSSION:**

i. None.

b. **ACTION:**

i. Motion (by: PC 2<sup>nd</sup> by: DK) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: None.

ii. Motion **PASSES**.

# Architectural Review Committee Meeting Minutes

March 19, 2025

Page 2 of 5

## III. REVIEW OF TRIBUNAL HEARINGS

- A. One Tribunal was held in February.
  - a. ARC Denial re: Improper installation of eave lighting. Ruling Issued in favor of HRCA.
- B. Three Tribunals are scheduled for March 27, 2025.
  - a. Two for improper installation of eave lighting.
  - b. One for improper installation of fencing, use of horizontal pickets.

## IV. RESIDENTIAL APPOINTMENTS

- A. None.

## V. NEW BUSINESS

- A. **2202 Wynterbrook** – ColoradoScape.

- a. **DISCUSSION:**

- i. The ARC appreciated the variety of rocks, boulders, and live plant materials planned.

- b. **ACTION:**

- i. Motion (by: JR, 2<sup>nd</sup> by: PC) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
<b>3</b>	<b>0</b>	<b>0</b>

Notes: None.

- ii. Motion **PASSES**.

- 
- B. **2881 Windridge** – ColoradoScape.

- a. **DISCUSSION:**

- i. The ARC appreciated the variety of rock mulch and live plant materials planned. There was some concern about maintaining a “green” look during the winter months.

- b. **ACTION:**

- i. Motion (by: PC, 2<sup>nd</sup> by: DK) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
<b>4</b>	<b>0</b>	<b>0</b>

Notes: None.

- ii. Motion **PASSES**.

- 
- C. **3620 Craftsbury Dr** – Lighting.

- a. **DISCUSSION:**

- i. The ARC considers the “icicle string lighting” as that typically used for holiday lighting and do not consider this type of lighting appropriate for enhancement illumination.
    - ii. The ARC directed staff to ensure that this lighting is removed.

- b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
<b>4</b>	<b>0</b>	<b>0</b>

Notes: None.

- ii. Motion **PASSES**.

# Architectural Review Committee Meeting Minutes

March 19, 2025

Page 3 of 5

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## D. 6572 Yale Drive – Illuminated Address Sign.

### a. **DISCUSSION:**

- i. The ARC was concerned with the location of the sign and its visibility from the public right-of-way being blocked by the front entry column; however, they agreed that the size was compliant and that the appearance was complimentary to the house.

### b. **ACTION:**

- i. Motion (by: JR, 2<sup>nd</sup> by: DK) to APPROVE.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

---

## E. 8980 Winrock – Paint.

### a. **DISCUSSION:**

- i. None.

### b. **ACTION:**

- i. Motion (by: PC, 2<sup>nd</sup> by: DK) to APPROVE.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

---

## F. 9773 Gatesbury Cir – Paint.

### a. **DISCUSSION:**

- i. The ARC deliberated on the use of Land of Liberty (BM 440) within the gabled triangles and front door and determined that it was not complimentary to either the planned base color (Bar Harbor Beige, BM 1032) or trim color (Muslin, BM OC-12), both of which are acceptable.
- ii. The ARC agreed that the alternative Blue Heron (BM 832) for the gabled triangles and other accent items would present and aesthetically pleasing color combination.
- iii. **APPROVAL CONDITION.** The ARC approves the use of Blue Heron (BM 832) for the front door, porch, and eaves.

### b. **ACTION:**

- i. Motion (by: DK, 2<sup>nd</sup> by: PC) to **APPROVED WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

# Architectural Review Committee Meeting Minutes

March 19, 2025

Page 4 of 5

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## G. 10469 Tracewood Cir – Front Yard Fence.

### a. DISCUSSION:

- i. The ARC acknowledges that the homeowner's request included "double-siding" of this fence; however, they were opposed to a fence installation in the front yard that's sole intent was to create a visual barrier, that did not enclose an area.
- ii. The ARC suggested that the homeowner consider a "live screen wall" (e.g., upright junipers that are known for their drought tolerance and ability to grow in a narrow, vertical shape, offering good screening in tight spaces), or a split-rail fence like Figure 3 or Figure 4 within the RIGs. If the homeowner elects either of these options, a submittal will be required; however, the ARC defers further review to Staff.

### b. ACTION:

- i. Motion (by: JR, 2<sup>nd</sup> by: DK) to **DENY, WITH ABILITY TO RESUBMIT.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## H. 10554 Hyacinth – Paint.

### a. DISCUSSION:

- i. The ARC discussed and agreed that Still Water (SW 6223) and Sealskin (SW 7675) as requested by the homeowner were acceptable; however, the paint sample photographs of paint applied to their home, which were provided by the homeowner (and additional photographs obtained by Staff) did not reflect these colors.
- ii. The ARC acknowledges that there could be a "photographic quality" distortion between the photographs and the "paint chips," and directed staff to verify that the paint sample on the home was indeed the requested manufacturer and color.
- iii. The ARC authorized staff to reversal the denial decision should further investigation reveal that the colors applied match the colors (and manufacturer) being requested.

### b. ACTION:

- i. Motion (by: PC, 2<sup>nd</sup> by: DK) to **DENY, WITH STAFF ABILITY TO OVERTURN.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## I. 10872 Evergold Way – Accessory Building/Ramada.

### a. DISCUSSION:

- i. None.

### b. ACTION:

- i. Motion (by: PC, 2<sup>nd</sup> by: KL) to **APPROVE.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

# Architectural Review Committee Meeting Minutes

March 19, 2025

Page 5 of 5

## J. 11081 Valleybrook St – Soffit Lighting.

### a. **DISCUSSION:**

- i. LA, on behalf of The Hearth, was concerned with the quantity of lighting – primarily on the side and the rear of the home. LA also noted that, currently, the lighting that is installed on this home is on all night.
- ii. The ARC was concerned about the lighting on the side and rear of the home because of the proximity to living spaces of the neighboring residences.
- iii. **APPROVAL CONDITION.** Lighting, as proposed on the front face of the home, is acceptable. Lighting on the sides of the home, from the front face of the home to a distance no further than where the current wing fences attach to the home, is acceptable. If lighting is already installed in more than these areas, it must be removed within 30 days of the date of this approval. The homeowner is reminded that approval from The Hearth, which may further limit the allowable installation areas but may not expand the allowable installation area, is required.

### b. **ACTION:**

- i. Motion (by: KL, 2<sup>nd</sup> by: PC) to **APPROVAL, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

## VI. STAFF COMMENTARY

- A. Sections 2.44(E) and 2.44(F) of the RIGs were briefly discussed. WB noted that a comprehensive review of these sections was underway, and proposed modifications would be presented to the ARC for consideration soon.

## VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **7:14 p.m.**

## VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the April 02, 2025 Meeting.

### a. **DISCUSSION:**

- i. None.

### b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
3	0	1

Notes: RC Abstained because he was not in attendance at the meeting.

- ii. Motion **PASSES.**

# Architectural Review Committee MEETING MINUTES

Meeting Date: April 02, 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 **5:35 p.m.** by J. **Wessling** (JW)

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

Member Name	Present	Absent	Excused	Notes
Jeff <b>Rohr</b> (JR)	✓			
Kate <b>Landauer</b> (KL)	✓			Attended via ZOOM
Patricia <b>Callies</b> (PC)	✓			
Jeff <b>Buttermore</b> (JB)			✓	
Dawn <b>Keating</b> (DK)			✓	
Russell <b>Clark</b> (RC)	✓			

### Also in attendance:

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

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

Patrick **Gallagher** (PB), Prospective ARC Member (Observer)

## II. REVIEW OF MINUTES

A. The **March 19, 2025 Meeting Minutes** were reviewed.

a. **DISCUSSION:**

i. None.

b. **ACTION:** Not Applicable.

i. Motion (by: JR, 2<sup>nd</sup> by: KL) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
<b>3</b>	<b>0</b>	<b>1</b>

Notes: RC abstained because he was not present at the 03/19/2025 ARC Meeting.

ii. Motion **PASSES**.

# Architectural Review Committee Meeting Minutes

April 02, 2025

Page 2 of 6

## III. REVIEW OF TRIBUNAL HEARINGS

- A. Three tribunals were held on Thursday, March 27<sup>th</sup>: Two for Eave/Permitter Lighting, One for Horizontal Fencing.
- One Eave/Permitter Lighting case (ARC Denial, Exposed wiring) was remanded back to Staff with the direction to provide the homeowner with samples of tracks that would be acceptable to hide the wiring. Samples were provided; however, homeowner found that the samples would not work for his specific application. Homeowner provided an alternative that Staff reviewed and found met the intent of the RIGs. Homeowner will continue with retrofit with an expected completion date of not later than 06/30/2025.
  - Awaiting Tribunal Ruling for the other two cases (ARC Denial, Exposed Wiring | Staff Denial, Horizontal Fence Pickets on Return Fence).

## IV. RESIDENTIAL APPOINTMENTS

- A. None.

## V. NEW BUSINESS

- A. **1411 Beacon Hill Ct** – Deck & Slide.

a. **DISCUSSION:**

- The ARC was concerned about the selected color of the proposed enclosed slide. In the materials provided, there was a grey option that would be more aesthetically appropriate with the home.
- APPROVAL CONDITION.** Enclosed Slide color must be grey.

b. **ACTION:**

- Motion (by: JR, 2<sup>nd</sup> by: PC) to **APPROVE, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- Motion **PASSES.**

- B. **1696 Hermosa Dr** – Patio Cover.

a. **DISCUSSION:**

- The ARC noted that the information provided by the applicant was difficult to understand. The 3D renderings did not accurately portray the existing home.
- Although the ARC felt the concept would be acceptable, they require the following additional information before completing their review and issuing a decision:
  - Architectural Elevation Drawing of the REAR of the home, with the improvements shown and detailed (e.g., dimensions, proposed roof slopes, proposed materials, etc.).
  - Architectural Elevation Drawing of the SIDE of the home, with the improvement shown and details (e.g., dimensions, proposed roof slopes, proposed materials, etc.).
  - Additional information regarding the outside fireplace is necessary (e.g., materials, support to ground, etc.).
  - Additional information regarding the exposed vertical element on the back of the patio cover that extends beyond the rear of the home (e.g., materials, colors, etc.). For this element, the ARC will require the exterior finishing to match the home (e.g., painted Hardie-plank siding).

b. **ACTION:**

- Motion (by: RC, 2<sup>nd</sup> by: JR) to **DENY, ELIGIBLE FOR RESUBMITTAL.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- Motion **PASSES.**



# Architectural Review Committee Meeting Minutes

April 02, 2025

Page 3 of 6

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## C. 1972 Hyacinth Rd – Gazebo.

### a. DISCUSSION:

- i. The ARC was very concerned with the location of the proposed gazebo, for the following reasons:
  - a. Gazebo is proposed on an existing elevated deck, which is approximately six feet above ground level in the requested location. At this location, the deck floor is approximately level with the privacy side yard fence between the applicant and the applicant's neighbor. The distance between the existing deck and the privacy side yard fence is nominal.
  - b. Placing the gazebo on the elevated deck in this location (east corner) is too high and too close to the abutting property, which may adversely impact the abutting neighbor's ability to enjoy their back yard space.
- ii. **APPROVAL CONDITION.** The ARC would accept a revised submittal with the gazebo located at the opposite (south) corner of the existing deck.

### b. ACTION:

- i. Motion (by: PC, 2<sup>nd</sup> by: JR) to **APPROVE, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## D. 2722 Cactus Bluff Pl – Paint.

### a. DISCUSSION:

- i. JW noted that during her discussions with the homeowner, she recommended changing the accent color from Lemon Chiffon (SW 6686) to Naples Yellow (SW 9021).
- ii. The ARC reviewed paint chips and decided that the originally requested Lemon Chiffon (SW 6686) would be more appropriate for just the front door accent.
  - a. The ARC directed Staff to revert to the original requested color (Lemon Chiffon, SW 6686), as shown on the application).
- iii. The ARC appreciated that the shutters would be Greenblack (SW 6994).

### b. ACTION:

- i. Motion (by: PC, 2<sup>nd</sup> by: JC) to **APPROVE.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## E. 6342 Yale Dr – Lighting.

### a. DISCUSSION:

- i. The ARC found that the lighting, as currently installed, is not compliant with §2.44.E of the RIGs. Specifically:
  - a. The lighting system is not installed with the soffit.
  - b. The method of installation does not limit the view of the components from the street when the lights are not on. Wires (and light elements) are visible.
  - c. Lighting is not installed downward facing.
- ii. The ARC requires that the installed system be brought into compliance with §2.44.E of the RIGs or removed within 30 days.

### b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

# Architectural Review Committee Meeting Minutes

April 02, 2025

Page 4 of 6

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## F. 6434 Dutch Creek St – Lights.

### a. DISCUSSION:

- i. The ARC found that the lighting, as currently installed, is not compliant with §2.44.E of the RIGs. Specifically:
  - a. Café/Bistro string lights are prohibited from the front of the home.
  - b. The installation includes exposed wires (including an extension cord that appears to extend from the second-floor balcony to ground level), which is not permitted.
- ii. The ARC requires that the installed system be brought into compliance with §2.44.E of the RIGs or removed within 30 days.
- iii. The ARC requires that the extension cord be removed immediately, as it may pose a life/safety/fire hazard.

### b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

---

## G. 8666 Meadowlark Cir – Deck.

### a. DISCUSSION:

- i. The ARC appreciated the detailed information provided.
- ii. The ARC discussed the deck extension along the side of the home since, per Section 2.22.B.1 of the RIGs notes that the "...standard location [for decks] is directly behind the home." Section 2.22.B.1 also notes that "Alternative locations (...side-yard, etc.) may be considered on a case-by-case basis."
- iii. The ARC agreed that since this was a remove-and-replace project, with no increase to the existing footprint of the deck (which currently includes decking on the side of the home), that the side yard deck continued to be acceptable.

### b. ACTION:

- i. Motion (by: JR, 2<sup>nd</sup> by: RC) to **APPROVE**.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

---

## H. 9758 Isabel Ct – Accessory Building.

### a. DISCUSSION:

- i. The ARC is concerned with drainage around the proposed structure. In the pictures provided, there is a retaining wall drainage discharge (weep hole) pipe in the vicinity of the proposed accessory structure. Further, overland runoff from above the retaining wall may get trapped behind the accessory structure.
- ii. The ARC recommends that the homeowner take these concerns into consideration to ensure the long-term viability of the structure.

### b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

# Architectural Review Committee Meeting Minutes

April 02, 2025

Page 5 of 6

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## I. 9946 Wycliff Dr – Paint & Cedar Accents.

### a. DISCUSSION:

- i. The ARC takes no exceptions to the paint colors proposed, or the painting of the brick with Behr Ultra #75 (Polar Bear).
- ii. The ARC understands the intent of introducing cedar as an accent material; however, limiting it to just the areas near the front windows on the second floor will present too many materials and colors (multi-beige brick, “standard” siding with new color, cedar siding with natural color) to the front of the home.
- iii. The ARC would accept the removal of all Hardie-plank siding on the front elevation of the home above the garage and replacing it with cedar siding (with a semi-transparent stain or clear sealer).
- iv. **APPROVAL CONDITION.** Eliminate the cedar siding option in the limited area proposed or expand the cedar siding option to include the entire front elevation of the home above the garage.

### b. ACTION:

- i. Motion (by: JR, 2<sup>nd</sup> by: PC) to **APPROVE, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## J. 10076 Kingston Ct – Greenhouse & Dog Kennel.

### a. DISCUSSION:

- i. The ARC agreed that the size and configuration of the lot was suitable to accommodate the two structures.

### b. ACTION:

- i. Motion (by: PC, 2<sup>nd</sup> by: JR) to **APPROVE.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## K. 10715 Timberdash – Sports Court/Patio Expansion and Fence Gate.

### a. DISCUSSION:

- i. Staff noted that the application includes a fence gate that would provide direct access from the applicant's property to other private property.
  - a. Staff noted that the ARC may not approve access from one private property to another private property, without express written permission from the other property owner acknowledging and allowing access. To approve would be to allow a potential illegal trespass condition.
  - b. The private property the proposed gate would afford access to is owned by the Backcountry Association, Inc. This is not a public space (e.g., public right-of-way, etc.).
- ii. **APPROVAL CONDITION.** Removal of the gate from the application. The ARC will reconsider the installation of a gate with written confirmation from the Backcountry Open Space Property Owner that you may have private access to their property.

### b. ACTION:

- i. Motion (by: JR, 2<sup>nd</sup> by: PC) to **APPROVE, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES.**

Architectural Review Committee  
Meeting Minutes

April 02, 2025  
Page 6 of 6

VI. STAFF COMMENTARY

- A. None.

VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **6:49 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the April 16, 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: April 16, 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 **5:30 p.m.** by J. **Wessling** (JW)

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

Member Name	Present	Absent	Excused	Notes
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)	✓			Attended via ZOOM
Russell <b>Clark</b> (RC)	✓			

### Also in attendance:

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

Caleb **Cameron** (CC), HRCA: Residential Improvement Specialist

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

Joe **Levin** (JL), ARC Candidate (Observing, Application Received)

Chris **Robinson** (CR), ARC Candidate (Observing, Former Member, Application Received)

Scott & Norma **Kirk**, Homeowners (10150 Rustic Redwood Way)

## II. REVIEW OF MINUTES

A. The **April 02, 2025 Meeting Minutes** were reviewed.

a. **DISCUSSION:**

i. None.

b. **ACTION:** Not Applicable.

i. Motion (by: JR, 2<sup>nd</sup> by: KL) to **Approve as Presented**.

VOTE TALLY		
Concur	Dissent	Abstain
<b>6</b>	<b>0</b>	<b>0</b>

Notes: None.

ii. Motion **Passes**.

# Architectural Review Committee Meeting Minutes

April 16, 2025

Page 2 of 5

## III. REVIEW OF TRIBUNAL HEARINGS

- A. No Tribunals were held.
- B. Three Tribunal Hearings are scheduled for April 17, 2025:
  - a. ARC Denial: Synthetic flora on fence.
  - b. ARC Denial: Holiday lighting on front patio at hanging banners.
  - c. DRC Denial: Painting of Masonry
- C. NOTE: ARC Conditional Approval (limited area) of Eave Lighting is scheduled for May 15, 2025.

## IV. RESIDENTIAL APPOINTMENTS

- A. **10150 Rustic Redwood Way** – Decorative Fence for Screening.
  - a. **DISCUSSION:**
    - i. The Kirks (homeowners) provided a description of the existing retaining wall that will be removed and reconstructed (same materials). Reconstruction is necessary due to wall failure purportedly due to the roots from the trees. The trees, which were mature and provided adequate screening between the adjacent properties, were removed. The decorative fence screening will be along the top of wall and will include various types of plantings, including vines that will ultimately grow and cover the vertically stacked block wall. Trees will not be replaced in this area.

- b. **ACTION:**

- i. Motion (by: KL, 2<sup>nd</sup> by: PC) to **APPROVE AS PRESENTED.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

- 
- B. **9557 Painted Canyon** – Eave Lighting.

- a. **DISCUSSION:**

- i. Homeowner did not show up for the meeting.
    - ii. The installation is not in compliance with RIG's §2.44.E and must be removed.

- b. **ACTION:**

- i. Motion (by: JR, 2<sup>nd</sup> by: JB) to **DENY, REMOVAL REQUIRED.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

## V. NEW BUSINESS

- A. **1696 Hermosa Dr** – Patio Cover.

- a. **DISCUSSION:**

- i. This is a continued review of a submittal from last month with additional information provided by homeowner and vetted by Staff.

- b. **ACTION:**

- i. Motion (by: JR, 2<sup>nd</sup> by: RC) to **APPROVE AS PRESENTED.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

# Architectural Review Committee Meeting Minutes

April 16, 2025

Page 3 of 5

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## B. 4448 Ketchwood Cir – Patio Cover.

### a. DISCUSSION:

- i. The Committee was not in favor of the black PBR sheet metal and require the roofing be shingles to match the home.
- ii. **APPROVAL CONDITION.** Roofing material shall be shingles to match the home.

### b. ACTION:

- i. Motion (by: PC, 2<sup>nd</sup> by: KL) to **APPROVE, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## C. 4559 Lyndenwood Cir – Paint.

### a. DISCUSSION:

- i. The Committee reviewed both the applicant's preferred colors and the colors suggested by staff.
- ii. **APPROVAL CONDITION.** Body: Snowbound (SW 7004, Applicant's choice). Trim: Naval (SW 6244, Staff's recommendation). Accent: Rayo de Sol (SW 9020, Applicant's Choice, Front Door Only).

### b. ACTION:

- i. Motion (by: JB, 2<sup>nd</sup> by: JR) to **APPROVE, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## D. 4611 Lyndenwood Cir – Addition.

### a. DISCUSSION:

- i. The Committee was concerned with the various materials (horizontal and vertical wood panel siding, composite shingles) versus the materials on the existing home (stucco/EIFS walls and barrel tile roofing).
- ii. The Committee suggests revising the wall materials to mimic the materials on the main home. The Committee understands that it may be challenging to find a barrel tile roofing that matches the existing materials and suggests looking into stone coated metal tiles that can mimic this material. The Committee is willing to consider asphalt shingles in a color that more closely resembles the color of the existing barrel tile roofing on the main home.

### b. ACTION:

- i. Motion (by: JR, 2<sup>nd</sup> by: DK) to **DENY, WITH ABILITY TO REAPPLY** (no additional fee).

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**



# Architectural Review Committee Meeting Minutes

April 16, 2025

Page 4 of 5

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## E. 5300 Foxborough Ct – Chicken Coop.

### a. **DISCUSSION:**

- i. The Committee appreciates the Chicken Coop; however, they are concerned with the proposed location because of its proximity to the neighboring residence's living space (side yard installation).
- ii. **APPROVAL CONDITION.** Work with Staff to determine an appropriate location.

### b. **ACTION:**

- i. Motion (by: PC, 2<sup>nd</sup> by: KC) to **APPROVE, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## F. 6714 Blackhawk Cir – Vegetable Garden/Fence.

### a. **DISCUSSION:**

- i. The Committee recommends that the applicant call 811 for a utility locate before installing the fence posts. It appears there may be an underground utility in this location based on the utility box shown in the submittal photographs.
- ii. The Committee approves the use of Galvanized Steel Green PVC Coated Welded Wire mesh as the fencing material.

### b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## G. 9334 Wiltshire Dr – Paint.

### a. **DISCUSSION:**

- i. None.

### b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

## H. 9614 Chantclair Cir – Accessory Building.

### a. **DISCUSSION:**

- i. The proposed composite shed is not compliant with RIGs §2.20. Composite shed exceeds the allowable height (allowed: 60", proposed 95.1"). Further, the composite shed is not compliant with RIGs §2.2.B. Composite shed exceeds the allowable length (allowed: 10', proposed: 15').

### b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

# Architectural Review Committee Meeting Minutes

April 16, 2025

Page 5 of 5

## I. 9931 Chatwood Trl – Paint.

### a. **DISCUSSION:**

- i. The Committee was not in favor of any of the “blue” paint colors requested by the applicant.
- ii. The Committee directed Staff to negotiate with the applicant to determine a mutually acceptable “blue” color. Once agreed, this denial may be overruled.

### b. **ACTION:**

- i. Motion (by: KL, 2<sup>nd</sup> by: PC) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
6	6	6

Notes: None.

- ii. Motion **PASSES**.

## J. 10852 Fox Sedge Way – Driveway.

### a. **DISCUSSION:**

- i. None.

### b. **ACTION:**

- i. Motion (by: PC, 2<sup>nd</sup> by: JB) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

## VI. STAFF COMMENTARY

- A. Staff noted that there was recent dialogue with a resident who was disappointed with RIGs §2.44.E that prohibits the use of café/bistro style lighting in their oversized front patio.
  - a. The Committee directed Staff to review this section of the RIGs and provide a revised section that defines the style of café/bistro lighting that would be acceptable (e.g., no exposed bulbs, etc.) and the limited location (e.g., oversized – would need to be defined – front patios, etc.) that these may be acceptable with ARC approval.
  - b. Staff to provide proposed language at next ARC Meeting (May 07, 2025).

## VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **7:07 p.m.**

## VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the **May 07, 2025** Meeting.

### a. **DISCUSSION:**

- i. None.

### b. **ACTION:**

- i. Motion (by: PC, 2<sup>nd</sup> by: KL) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES**.

# Development Review Committee MEETING MINUTES

Meeting Date: April 09, 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 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>			✓
Kyle <b>Matthews</b>	✓		
Erik <b>Okland</b>	✓		
Dawn <b>Vaughn</b>	✓		
Vacant			

- ☒ Also in attendance:

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

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

Nelly **Augustyn**, Chipman Design Architecture representing ULTA (via ZOOM)

## II. PREVIOUS BUSINESS

- A. None. Previous Meeting Minutes reviewed and approved electronically.

## III. NEW BUSINESS

- A. **ULTA Beauty #2040**, 1265 Sgt Jon Stiles Dr (Unit M)

- a. Background and Application Information:

The store is located at the east end (Unit M) of the Super Target Inline Commercial Center (a part of Town Center North). This space is the former location of Natural Grocers.

The applicant proposes to refresh the EIFS elements and to paint the existing red-and-white brick projecting tower at the front entrance in "Sandy White"—the standard color used throughout the Center, as provided by the Landlord, Shea Properties. All other existing masonry elements—including the column cladding at the front door, wainscot

# Development Review Committee Meeting Minutes

April 09, 2025

Page 2 of 7

along the front, side, and rear elevations, lower side fascia, masonry trash enclosure, and rear masonry tower element—will remain unchanged.

The Landlord, Shea Properties, has reviewed and approved the proposal as presented.

b. Staff Findings and Recommendations to the DRC:

Masonry painting was vetted by the DRC in 2024. Section 6.4 of the Commercial Improvement Guidelines were updated in August, 2024 to note that DRC review and approval is "...required prior to all exterior repainting." Additionally, the update included language that notes: "Modification (e.g., painting, staining, limewash) of existing masonry material is discouraged and requires a specific review and approval on a case-by-case basis." Finally, it was noted that "Review considerations include the quantity of masonry, surrounding elements, impact on architectural designs..., long-term effects, maintenance concerns, and application methods."

The applicant has mitigated the impact of painting masonry to the overall aesthetics of the space by limiting the application to just the projecting brick tower element. The color selected for this nominal area is consistent with the colors of EIFS that will be refreshed, so there is no impact to the architectural design or aesthetics of the building.

Staff recommends the DRC approve the masonry painting request as presented.

c. DRC FINDINGS AND DECISION:

There was discussion amongst the members that ranged from preferring the masonry not be painted to being okay with painting the masonry. Those in favor of painting the masonry also felt that the paint color for the masonry should be different than the "Sandy White" approved for the non-masonry areas, to provide contrast.

Although some members believed that the signage design for ULTA necessitated a clean background (compared to the challenges that Natural Grocers faced with a signage color similar to the brick color), many members countered that the signage proposed on the Town Center Dr side would be the primary signage and that most patrons would use their cell phone to locate the business.

Utilizing Google Streetview, Staff provided a "walking tour" of the center emphasizing that each tenant space has slightly different architectural features, with no other space having an identical brick pattern as applied on this tenant space. Staff also noted that the majority of the existing masonry, including the brick column cladding and secondary brick wall treatment, were not going to be painted.

Staff presented an alternative for member consideration: allow painting of the "horizontal" element at the top of the tower but maintain the natural masonry on the "vertical" element of the tower. The majority of the members were not in favor of this option noting: "paint all or paint none;" however, a dissenting member said it was important that the signage be afforded a "clean background" and that this would be an acceptable alternative.

# Development Review Committee Meeting Minutes

April 09, 2025

Page 3 of 7

d. **ACTION:**

- i. A motion was made by E. **Okland** that **the use of “Sandy White” to refresh that EIFS portions of the building was acceptable; however, none of the masonry may be painted.** Seconded by D. **Vaughn**.

VOTE TALLY		
Concur	Dissent	Abstain
<b>5</b>	<b>0</b>	<b>0</b>

Notes: None.

- ii. Motion **PASSES**.

e. **ADDENDUM:**

- i. The applicant has requested a Tribunal Review regarding the DRC's denial of painting masonry. The Tribunal is scheduled for Thursday, April 17, 2025 at 11:45 am.
- ii. The Tribunal Hearing was held on April 17, 2025 at 11:45am (via ZOOM) pursuant to Section 12.2 of the Amended and Restated Bylaws of the Highlands Ranch Community.
  1. Joseph R. Kummer, Esq. was appointed to serve as a neutral and impartial hearing officer to conduct a tribunal and issue a ruling. Attendance was as follows: Woody Bryant, Anyssia Lefebre, and John Mezger for HRCA; Sean Kidston of Shea Properties, Commercial Property Manager for Owner, TCN 1 LLC; and Nelly Augustyn, Chipman Design Architecture, Architect for ULTA Beauty.
  2. This ruling is specific solely to the property located at 1265 Sgt Jon Stiles Dr. , Unit M, Highlands Ranch, CO 80129
    - a. The Tribunal Officer's Ruling was provided on April 21, 2025. **ULTA Beauty's appeal was GRANTED.** The DRC's denial of the painting of masonry at the storefront is overturned and ULTA Beauty's masonry painting request as presented was approved. The Findings were as follows:
      - i. The Tribunal Hearing Officer finds it extremely important that (1) the owner approves and supports the painting of the masonry and (2) ULTA Beauty is committed to the space for at least ten (10) years and possibly twenty (20) years. As such, it is not a situation that the requested improvement is a short-term vision that results in long-term consequences.
      - ii. In reviewing the aesthetics of the shopping center in its entirety, each tenant space has slightly different architectural features with no real uniformity. The owner has permitted each tenant to have a somewhat unique exterior

# Development Review Committee Meeting Minutes

April 09, 2025

Page 4 of 7

design based on its brand. Additionally, Unit M would be left with several remaining brick features.

- iii. The most persuasive factor in the analysis of the appeal request is the current signage of Natural Grocers. At the tribunal hearing, Ms. Augustyn confirmed that the orange of the Natural Grocers sign and the orange of the ULTA Beauty are relatively similar in color. The current orange Natural Grocer signage on the masonry results in the storefront looking dated and stale and lacking any sort of curb appeal for potential customers.
- iv. The Tribunal Hearing Officer finds that the painting of the masonry would be a much-needed refresh on the storefront. The overall look of the storefront would still be consistent and in harmony with the aesthetics of the entirety of the shopping center. In its findings, the Development Review Committee provided no compelling reasoning to deny the painting of the masonry.

## B. **Gills Point Tires**, 5848 E County Line Rd

### a. Background and Application Information:

The store is located at 5848 E County Line Road, approximately 1,000 feet east of S Holly St, and is the former location of Peerless Tires.

The applicant proposes to paint the masonry a “Dustblu” grey on all four building elevations. The existing blue corrugated metal fascia will be removed and replaced with a “Cyperspace” dark grey sign band.

### b. Staff Findings and Recommendations:

The masonry units along the front of the building are grey concrete scored units, designed to give the effect of multiple, smaller vertical elements within a single block, mimicking a soldier course. In contrast, the sides and rear of the building are constructed with standard smooth-face grey CMUs. All CMU has aged and is showing signs of wear and staining.

Masonry painting was vetted by the DRC in 2024. Section 6.4 of the Commercial Improvement Guidelines were updated in August, 2024 to note that DRC review and approval is “...required prior to all exterior repainting.” Additionally, the update included language that notes: “Modification (e.g., painting, staining, limewash) of existing masonry material is discouraged and requires a specific review and approval on a case-by-case basis.” Finally, it was noted that “Review considerations include the quantity of masonry, surrounding elements, impact on architectural designs..., long-term effects, maintenance concerns, and application methods.”

Staff recommends the DRC approve the masonry painting request as presented.

# Development Review Committee Meeting Minutes

April 09, 2025

Page 5 of 7

## c. **DRC FINDINGS AND DECISION:**

Utilizing Google Streetview, Staff provided a “walking tour” of the existing building.

In general, the DRC agreed that the color palette and painting of the masonry of this building would be acceptable.

The discussion among the DRC was primarily directed towards the modifications proposed to the (existing) blue corrugated extended fascia element. The detailing on the graphics provided did not address whether the intent was to simply paint the corrugated metal or remove the corrugated metal and replace it with a flat material (e.g., ACM panels, or equivalent).

If painting, the DRC was concerned about the disposition of the existing “red band” and whether the “red band” would be physically removed. The DRC noted that it appears that the “red band” is an added element to the surface of the existing corrugated metal fascia.

If the “red band” is not removed and the intent is to simply paint it the same color as the corrugated metal, the DRC is concerned with the aesthetics of the new signage, since it does not fit within the enlarged area of the “red band” that the previous tenant utilized for signage.

If the “red band” is removed, which the DRC believes may be the intent since the renderings imply by showing a “flat graphic,” there are no notes or details on the plan for how this will be accomplished and what the final element will physically look like.

The DRC is very concerned with the construction of this element of the building.

The DRC was concerned about painting the existing bollards SW 7076 Cyberspace because there is not a significant distinction to the proposed SW 9161 Dustblu for the exterior walls. The DRC recommends the bollards be painted a reflective yellow (or equivalent) so they are easily visible.

The DRC recommends that the roof cap on the parapet walls and modified fascia element be painted the same color as proposed for the new fascia element (SW 7076 Cyberspace).

The DRC recommends that the downspouts be painted the same color as proposed for the exterior walls (SW 9161 Dustblu).

The DRC recommends that the anodized aluminum elements of existing storefront not be painted because of a lack of durability of paint on this type of material.

The DRC was disappointed that there was no representation from the ownership or design team available at the meeting, and that a Project Narrative was not provided, both of which may have answered many of their questions.



# Development Review Committee Meeting Minutes

April 09, 2025

Page 6 of 7

d. **ACTION:**

- i. A motion was made by K. Matthews to **deny the application as presented and require a resubmittal (no additional fee assessed) addressing the concerns noted.** Seconded by D. Vaughn.

VOTE TALLY		
Concur	Dissent	Abstain
<b>5</b>	<b>0</b>	<b>0</b>

Notes: None.

- ii. Motion **PASSES**.

e. **ADDENDUM:**

- i. On April 14, 2025, the Applicant confirmed that the existing corrugated metal fascia will not be removed/replaced. The intent is to remove the “red band” and existing signage, paint the fascia the noted grey, and then install the new signage.
- ii. By email agreement (last email dated April 17, 2025) the DRC, by unanimous vote, directed staff to reverse the Denial and issue an Approval with Conditions. The conditions being as follows:
1. The “Red Band” shall be completely removed and any holes in the existing corrugated metal fascia panels are filled flush.
  2. The surface of the existing corrugated paneling shall be cleaned and prepared with appropriate primer to accept the new paint prior to placement of new signage.
  3. The bollards shall be painted a reflective yellow (or equivalent) so they are easily visible.
  4. The roof cap on the parapet walls and modified fascia element shall be painted the same color as proposed for the fascia element (SW 7076 Cyberspace).
  5. The downspouts shall be painted the same color as proposed for the exterior walls (SW 9161 Dustblu).
  6. The existing anodized store front shall not be painted because of a lack of durability of paint on this type of material.

## IV. NON-AGENDA RESIDENT COMMENTS

- A. No “Non-Agenda Resident Comments” were offered.

## V. STAFF COMMENTARY

- A. No “Staff Commentary” was provided.



Development Review Committee  
Meeting Minutes

April 09, 2025  
Page 7 of 7

VI. ADJOURNMENT

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

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- a. Motion **PASSES**.
- B. The **meeting was adjourned** at 7:05 p.m.

VII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed via electronic means during the \_\_\_\_\_ DRC Meeting.
- a. A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_ to \_\_\_\_\_.

VOTE TALLY		
Concur	Dissent	Abstain
??	??	??

Notes: None.

- b. Motion \_\_\_\_\_.



## **POLICY STATEMENT**

### **ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY OF HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

ADOPTED: \_\_\_\_\_

**PURPOSE:** This policy establishes guidelines and best practices for the responsible and secure use of generative Artificial Intelligence (AI) or application-based large language models (LLM) within Highlands Ranch Community Association (hereinafter "HRCA"). Generative AI refers to technology that can produce human-like text, images, or media using AI algorithms, potentially impacting HRCA's information systems.

**WHEREAS,** HRCA information, information system resources, and customer information are vital assets that must be protected and used appropriately to support our business, processes, and service delivery needs.

**WHEREAS,** managing HRCA information systems formally offers business benefits, including enhanced service delivery, competitive advantage, profitability, and compliance.

**WHEREAS,** HRCA realizes that business-grade AI is new and uncharted territory; however, we must decide what is and is not acceptable use within HRCA.

**WHEREAS,** the explicit exposure of information, which is defined as HRCA Information, HRCA Information Systems, or HRCA Customer Data, is strictly prohibited.

**NOW, THEREFORE, IT IS RESOLVED** that the Association does hereby adopt the following policy governing the acceptable use of Artificial Intelligence (AI):

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#### **SECTION 1: SCOPE**

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- 1.1 This policy applies to all employees, and contractors or third-party individuals with access to generative AI and tools or platforms and who use them on behalf of HRCA.
- 1.2 HRCA systems must not be used for unsafe or unfair AI practices, or for personal or professional gain unrelated to business purposes.

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#### **SECTION 2: AUTHORIZED USE**

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- 2.1 Generative AI tools and platforms may only be used for business purposes approved by the General Manager or his/her assignee. Such purposes may include content generation for marketing, product development, research, or other legitimate activities.
- 2.2 AI tools and platforms require explicit approval from the General Manager, or his/her assignee, before use.
- 2.3 The use of unapproved AI tools or platforms is prohibited.



**Policy Statement**  
**Artificial Intelligence (AI) Acceptable Use**

Page 2 of 3

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**SECTION 3: COMPLIANCE WITH LAWS AND REGULATIONS**

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- 3.1 All HRCA employees, contractors, third-party individuals, and information or information system use of generative AI must comply with applicable laws, regulations, and ethical guidelines governing intellectual property, privacy, data protection, and other relevant areas.
- 3.2 Using AI to infringe on the rights of protected classifications (e.g., race, gender, nationality, religion) will not be tolerated and can lead to disciplinary actions up to and including termination of employment.

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**SECTION 4: DIGITAL ASSET AND SOFTWARE COMPLIANCE STANDARDS**

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- 4.1 Electronic communications, data, documents, and computer software can be easily copied, which poses a severe risk of infringing upon HRCA information, HRCA information systems, or HRCA customer intellectual property.
- 4.2 Public domain software marked as "Free" or "Public use" may be for personal use but not for corporate use without the express permission of the HRCA Senior Management Team.
- 4.3 When downloading or using free or public use software from the internet, always be aware of license conditions and obtain approval from your Internal IT staff, as using this software may violate copyright or licensing requirements. This also includes the free use of AI or LLM-based interactions.
- 4.4 Employees must not:
  - a. Copy software licensed to HRCA systems or devices unless authorized under the license arrangements and approved by Senior Management.
  - b. Download or install any AI tool or software on company or customer equipment not explicitly approved by the Internal IT department or the customer.
  - c. Disclose information to unauthorized parties, including applications, vendors, service providers, or partners, unless explicitly directed to by the HRCA Internal IT team or the customer directly.

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**SECTION 5: RESPONSIBLE AI USAGE**

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- 5.1 The General Manager, or his/her assignee, will evaluate AI tools and associated risks as part of its organizational strategy.
- 5.2 HRCA employees must ensure AI-generated content aligns with the organization's values, ethics, and quality standards.
- 5.3 Generated content must not be used if it is misleading, hateful, offensive, or discriminatory towards any race, gender, or other protected characteristics. It is the responsibility of the HRCA employee to raise awareness and bring to the attention of the HRCA Internal IT team if any AI tools, applications, services, or programs produce or display information that is biased, inaccurate, or harmful towards any group of people based on race, gender, or any other protected characteristics.



**Policy Statement**  
**Artificial Intelligence (AI) Acceptable Use**

Page 3 of 3

- 5.4 HRCA employees must exercise critical thinking and judgment when using AI and verify the validity and reliability of the information they generate. AI tools must not be used for decision-making or communication without human oversight and review.

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**SECTION 6: ETHICAL GENERATIVE AI USE AND CUSTOMER DATA**

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- 6.1 HRCA requires that all data exchanges with generative AI models be conducted under strict security measures. This includes securely transferring, processing, and storing data to protect sensitive information and prevent unauthorized access.
- 6.2 Any customer data, whether or not it's used with AI models, must receive the same security and privacy protection as all other data in our purview. Our policies dictate strict guidelines and protocols for using AI models, ensuring they align with our ethical standards, legal requirements, and commitment to data protection.

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**SECTION 7: AUTHORIZED ACCESS**

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- 7.1 Access to AI tools, applications, services, or programs within the HRCA is classified as a sensitive privilege and subject to appropriate restrictions.

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**SECTION 8: POLICY REVIEW**

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- 8.1 This policy will be reviewed periodically and updated to address emerging risks, technological advancements, and regulatory changes.

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

**Highlands Ranch Community Association, Inc.**

By: \_\_\_\_\_  
President

Attested by: \_\_\_\_\_  
Secretary

April 9, 2025

Dear HRCA Architectural Review Committee Board,

My Name is Joe Levin and I would like to express interest in volunteering to join the Architectural Review Committee. I am a homeowner, father of school age children, and active community participant in Highlands Ranch. I'm passionate about our thriving community and would like to contribute to this committee as an act of further service to the betterment of Highlands Ranch.

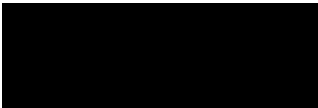
I've thought about volunteering for a committee within HRCA in the past, but recently had a wonderful interaction with Jayma Wessling and in the process discussed ways to further contribute. Please review the information I have provided and I welcome the opportunity to discuss my interest or experience further over the phone or in person if helpful.

I've attached my professional resume as well as the completed committee application form and duties-responsibilities form.

Thank you for your consideration,

*Joe Levin*

Joe Levin





# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### COMMITTEE APPLICATION FORM

First Name: Joe Last Name: Levin  
Home Phone #: [REDACTED] Email Address: [REDACTED]  
Address: [REDACTED]  
City: Highlands Ranch, CO Zip Code: 80129

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

2. Please check the committee for which you are applying:

Architectural Committee    Development Review Committee    Finance Committee    Tribunal Hearings Panel  
Other \_\_\_\_\_

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?

I am homeowner, parent of school age children and active community participant in Highlands Ranch. I have volunteered for numerous programs including coaching volleyball for HRCA, coaching travel softball, judging DECA and TDEA Senior Boards, as well as a school business advisory.

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 to \_\_\_\_\_ best of my knowledge. (Please print and sign.)

Signature: [REDACTED] Date April 9th, 2025

For office use only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Application    ☐ Resume    ☐ Letter of Interest    ☐ COI Disclosure



JOE LEVIN

Highlands Ranch, Colorado 80129 | [REDACTED]

SUMMARY

A forward-thinking and driven executive with extensive experience in weaving sales, marketing, events, sales enablement, and customer experience strategies into the fabric of a 15K+ co-worker organization. Additional strengths in strategy, change management, talent development, customer relationship management, branding, communications, coaching, and negotiations. A trusted business partner who leads diverse and cross-functional teams to support growth initiatives through enablement platforms and content-improving customer experiences and delivering results. Recognized for strategic vision, leadership, creative thinking, customer focus, mentoring, and collaboration.

EXPERIENCE

[REDACTED]  
Director of Field Marketing, Events, and Customer Experience ..... 2016-2024

- Created vision for, built, and scaled field marketing, events, and experience organization that aligned marketing to sales and integrated technology solutions practices to drive customer outcomes.
- Led marketing strategy, planning, and execution teams for events, customer engagements, and sales enablement.
- Built and oversaw companywide sales enablement platform leveraged by 10K+ users.
- Directed teams in planning, designing, executing, and evaluating 1K+ customer-facing events annually, ensuring impactful engagement and measurable results.
- Managed agency relationships and financial stewardship, ensuring accountability for \$42M in annual investments.
- Directed the creation and implementation of strategic programs to enhance the sales process through targeted marketing tools, activities, and campaigns.
- Set vision and implemented innovative enablement tools, including customer success program and customer briefing program.
- Developed highly effective presentation and storytelling skills.
- Co-led the authoring, creation and implementation of a goal setting, development planning and performance review process to enhance Marketing and Digital team effectiveness and alignment for 250+ coworkers.
- Utilized unique skill set to navigate sensitive executive-level engagements.
- Served as executive sponsor for Women’s Opportunity Network and steering committee member for Emerging Leader program, with ongoing leadership mentoring and coaching.

[REDACTED]  
Director eCommerce Site Experience and Sales Enablement ..... 2013-2016

- Led product development and site experience teams for CDW.com, with annual online revenue exceeding \$200M.
- Developed and launched sales enablement organization, supporting 2.5K+ sales representatives.
- Directed marketing delivery teams, including email, direct marketing, lead management, and CRM.
- Developed and executed vision for a one-year marketing and digital job rotation program, overseeing implementation and management for coworkers.
- Delivered main stage presentations at major partner and industry conferences, including Oracle-Eloqua, Forrester, Sirius Decisions, BMA Colorado, and CDW, engaging audiences of over 2,000 attendees.

## ADDITIONAL EXPERIENCE

**Senior Manager, Portfolio Management and Marketing Optimization .....2007-2013**

- Created business case, gained executive approval, implemented award-winning marketing automation platform.
- Spearheaded the development of a comprehensive technical product and solution selling guide, empowering teams to drive growth in advanced technology sales.
- Designed and implemented an efficient lead management process, optimizing lead tracking, qualification, and conversion to drive increased sales pipeline and revenue growth.

**Sales Account Manager, Sales Capabilities Trainer, Lead Management and Partner Development .....1998-2007**

- Built and sustained strong business relationships with corporate customers by successfully selling products and technical solutions, consistently achieving revenue and profitability targets.
- Designed and delivered tailored sales and technical training, onboarding sales account managers

## EDUCATION

**M.B.A., Specialization in Organizational Behavior, High Honors**

**B.S., Business Administration and Economics**

## COMMUNITY AND VOLUNTEERING

**Mission Trip focused on local business engagement - Kenya, Africa**  
**The 410-Bridge-Community development to eliminate poverty, 2019**

**Club softball and club volleyball youth coach- Grayslake, IL and Highlands Ranch, CO 2015 – 2020**

**Douglas County School District (DCSD)- Business Advisory Board, 2024-2025**



**Statement of Acknowledgment of Duties and Responsibilities  
of Directors, Delegates and Committee Members of  
the Highlands Ranch Community Association, Inc.**

I have received, read and understand the document entitled, " Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc.", a copy of which is attached hereto as Exhibit "A", and I agree to abide by and comply with same, including the guidelines set forth therein, in the course of fulfilling my duties as a director, delegate or committee member of HRCA.

Signature

Joe Levin

Print Name

April 9, 2025

Date



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### COMMITTEE APPLICATION FORM

First Name: Patrick Last Name: Gallagher  
Home Phone #: [REDACTED] Email Address: [REDACTED]  
Address: [REDACTED]  
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:

Architectural Committee    Development Review Committee    Finance Committee    Tribunal Hearings Panel  
Other Architectural 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?

N/A

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

I have 20 years of business consulting experience, I am currently the president of 2 HOAs and the CEO of 2 businesses and the captain of the Southridge Men's 3.0 tennis team.

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 [REDACTED] to the best of my knowledge. (Please print and sign.)

Signature: [REDACTED] Date 3-24-25

For office use only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Application ☐ Resume ☐ Letter of Interest ☐ COI Disclosure

*[Handwritten signature]*  
3-24-25

3-21-2025

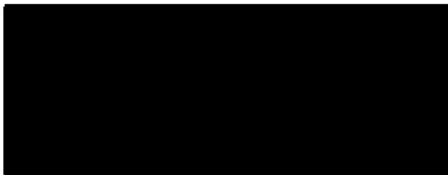
To whom it may concern.

I would love to join the HRCA Architectural committee. I've held leadership positions in various capacities for the past 20 years. CEO, HR Executive, Business Consultant, HOA President, Conference Committee Chair, and Team Captain. I'm interested in volunteering to assist HRCA in maintaining excellence in all we do as a community. I love Highlands Ranch, and have been interested in getting involved for a few years. Today is the day.

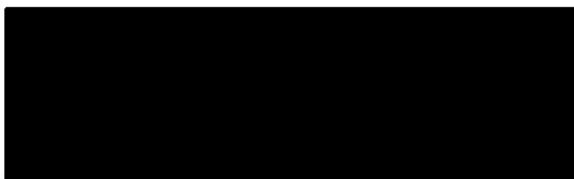
I should be considered for this appointment because, there's an open position and among the lengthy list of suitors, I'm the only one God blessed webbed toes to swim these Architectural Committee waters with confidence. I'm the Michael Phelps of HRCA HOA Committee Member Applicants being reviewed today. Thank you for your consideration.

To the best years ahead!

Patrick



Patrick Gallagher



## Patrick Gallagher



### **Innovate executive offering 20+ years of multi-divisional consulting experience for business oversight.**

Experience includes senior leadership positions as Fortune 500 AVP, HR Director, and CEO. Holds a bachelor's degree in environmental science and master's degree in management, SHRM-SCP certified, licensed insurance broker, and authorized Wiley distributor. Combining a unique blend of HR department development and oversight, business ownership and management, and organization strategy experience.

### **EDUCATION:**

University of Mary	Master's Degree	Management	GPA 4.0
Prescott College	Bachelor's Degree	Environmental Science	GPA 3.5

### **Since 1999, analyzing and consulting with hundreds of businesses leading to 20+ years' experience:**

- Chief executive experience in multiple divisions.
- Fortune 500 AVP sales and marketing experience.
- Multi-Location / Multi-State Operations Experience.
- Employer Representative in Legal Arbitrations and Settlements.
- Years of Supervisory and Management Experience.
- Plan Fiduciary of Organizational Retirement Plans.
- Payroll, Personnel, Regulatory, and Record Compliance.
- Internal Investigation Management and Legal Employer Liaison.
- Bind, Negotiate, and Contract 3<sup>rd</sup> Party Vendors.
- Attain Board of Directors approval for new policies and revisions.
- Generate Employee Engagement leading to positive employer evaluations.
- Succession Planning, Management Readiness, and Employee Retention.
- Regulatory Audit and Compliance Process Management and Records.
- Corrective Actions, Performance Management, Terminations, and RIF's.
- Hiring, Recruiting, Onboarding, and Training and Development.
- Serve Board of Directors, multiple terms, multiple organizations.
- Currently, HOA Board President of 2 different organizations in Utah

### **LICENSES & CERTIFICATIONS:**

Licensed Producer	Insurance Health, Welfare, & Life	Employee Benefits	2017
SHRM-SCP	Senior Certified Professional	Human Resources	2015
Certified Facilitator	DiSC - Inscape Publishing	Organizational Culture	2006
Team Coach Mentor	Table Group	Team Development	2004
Authorized Distributor	Wiley Publishing	Management Development	2003

## BUSINESS EXPERIENCE:

### CEO / Founder

2020 – Current

*Founded a property management business offering services to entrepreneurs and real estate investors who desire a turn-key management service responsible to managing the entire operation process of the business.*

#### **Key Accomplishments:**

- Built business model that produces 100% Cash on Cash Returns in less than 24 Months.
- Manage 25M in property for multiple investors in Colorado and Utah.
- Responsible for entire rental operation managing check-ins for over 10,000 guests annually
- Implement strategies achieving over 35% increase in profit margins over competition.
- Achieved above average rooms rates and above average occupancy simultaneously.
- Data Driven Strategies achieving 96% Guest Satisfaction compiling all data since 2019.
- 100% of properties managed are approved by city, county, & state and follow all licensing requirements.

### Area Vice President

2017-2020

*Fortune 500 Consultant working with Mid-Size Employers developing organizational solutions in health and welfare employee benefit plans, HR technology, wellbeing and engagement, executive benefits, and 401K Retirement Plans Design and Services.*

#### **Key Accomplishments:**

- Designed and sold over 5M in gross sales, hitting my annual goal in the first 4 months of licensure.
- Maintained 90% client retention rating, earning trust in developing significant growth in additional practice areas.
- Pipeline Development of 100+ active prospects generating 25+ proposals with a pipeline value over 50M gross.
- Developed innovative marketing techniques, entire office adopted, side binds on over 50+ client presentations.
- Self-executed over 10 unique marketing campaigns generating lead activity and pipeline activity for the office.
- Founded the Champion Partner Series targeting CHRO, CFO, and CEO through a series of executive education.
- Over 100 participants attended the 3<sup>rd</sup> Champion Partner Event highlighting Best of Denver Business CEO Panel.
- Client consulting strategies resulted in better-than-expected renewals in all cases exceeding client expectations.
- Attended Gallagher Annual Conference meeting senior executive leadership team for strategic planning.
- Developed Call Campaigns to over 2000 prospects sending 100's of custom mail merge drip campaigns.
- Attended National SHRM Conference as 1 of 10 employees representing Gallagher's suite of practice areas.
- Only Gallagher Conference Booth Attendee to sign clients at 2 of 3 human resources conferences, including an Aviation Client at the National SHRM Conference in Las Vegas.

### Director of Human Resources

2015-2017

*Responsible for Human Resources Division of Retail Mortgage Bank operating 30 branch locations across 25 states employing over 250 employees.*

#### **Key Accomplishments:**

- Executive Team Member reporting to the CEO with full responsibility of the entire HR function.
- Implementation lead upgrading our payroll platform from Paychex Preview to Paychex Flex.
- Developed a multi-state policy manual with over 250 policies in maintaining state and federal compliance.
- Chief Negotiator serving as Broker on a 1M medical policy achieving over 20% premium reduction both years.
- Developed full e-signature onboarding personnel record system utilizing BambooHR.
- Created over 75 job descriptions identifying key responsibilities and evaluation methods for all positions.
- Served as 401K trustee and account administrator for a multi-million dollar 401K plan including 5500 audits.
- Responsible for ACA Compliance including 1095-B and 1095-C data compilation and record keeping.
- Executed unemployment defense strategies and served as chief arbitrator for all unemployment claims.
- Responsible for all settlements and attorney correspondence regarding pre-court employment claims.

Responsible for Human Resource Function for Heavy Equipment Dealership with 200 employees across 9 locations located in Colorado, New Mexico, Wyoming, and Utah.

**Key Accomplishments:**

- Implemented an online recruiting self-service system supporting 35 hiring managers attracting 5000 applicants.
- Reduced additional headcount by 50% from the preceding 2 quarters as instructed by my supervisor.
- Developed the first PIP process and supporting disciplinary policy and procedure to reduce risk and liability.
- Conducted a personnel file audit addressing multiple issues regarding state and federal compliance.
- Researched new LMS systems and working with management to roll out first LMS migration in 2015
- Handled employee relations and worked towards eliminating discretionary decisions by new policy development.
- Reviewed current handbook (2004) and wrote the first Policy Manual addressing regulatory compliance.
- Conducted management training on policy implementation, risk mitigation, and employee development.

Founded Organizational Development and Consulting Firm based in Colorado offering DiSC Profile Facilitation, Interactive Group Training, online employee profiling, organizational assessments, and HR Audits.

**Key Accomplishments:**

- Developed new market facilitating team events, DiSC strategies, strategic planning, and sales networking.
- Utilized experiential learning to engage teams into becoming aware of different behaviors of performance.
- Created new interactive simulations in brainstorming, documenting, and prioritizing the best ideas for success.
- Developed turn-key needs need interview process teams utilize improving employee engagement by 25%.
- Supervised 1099 Consultants delivering training to new clients with proprietary standardized presentations.
- Presented at 3 new events on topics of leadership, management, and employee development.

Responsible for the Entire HR function of a non-profit organization delivering independence support services to over 1000 children, youth, and adults annually across 5 locations employing over 300 employees.

**Key Accomplishments:**

- Directed entire HR function as one of six executives on the Executive Team with oversight of the organization.
- Overhauled and updated over 100 policies and procedures to ensure current compliance with HR law.
- Re-designed applicant tracking system creating legal review process using Microsoft SharePoint and CMS 2.0.
- Supervised training department and co-created an online training system for state regulated positions.
- Improved LMS training documentation system aligning on-boarding, job descriptions and annual reviews.
- Facilitated multiple RIF's and Position Eliminations without need for legal intervention.
- Developed internal and external culture campaigns using displays, brochures, SharePoint and website.
- Facilitated over 50 Performance Improvement Meetings and retained 50% of staff with improved performance.
- Reduced Job Service claim payouts by over 200% by incorporating improved documentation and training.



*Built organizational development consulting firm from the ground up, developing over 400 client relationships in 15 states managing multi-day corporate retreats with up to 20 employees in the following industries: technology, healthcare, banking, insurance, construction, engineering, manufacturing, higher education, and defense.*

**Key Accomplishments:**

- Facilitated over 1000 strategic, operational, and tactical organizational development programs including: Advanced management, executive & leadership development, meeting management, employee development, customer retention, service excellence, performance improvement, and board retreats.
- Utilized adult learning principles with blended interactive team exercises, 1:1 coaching, group meetings, action learning, customized curriculums, supervisor observation, coaching, and e-learning.
- Created over 50 interactive behavioral simulations engaging employees to higher awareness of abilities.
- Conducted over 500 needs interviews with executives, board members, and directors defining program & ROI
- Managed and supervised programs with 20 employees delivering services to 400+ clients in 15 states.
- Presented at over 20 conferences in 6 states on topics of leadership, management, human resources, strategic planning, conflict resolution, supervisory development, and organizational development strategies.
- Compiled over 20,000 client participant evaluations with over a 98% satisfaction rating.
- Developed and managed LMS system for all training participants and clients.

## CONFERENCE KEYNOTE SPEAKING / BREAKOUT SESSIONS:

*Below is a list of 9 unique conference presentations delivered between 2002 – 2009. A complete listing of presentations delivered would include 20 conferences in 6 states, however, 11 similar sessions were removed.*

**International Conference Convener: Association for Experiential Education,** International Conference  
St. Paul, Minnesota

**Attract Participants, Engage Learners, and Collect Data:** International Microsoft Convergence  
Conference, San Diego, California

**DiSC Certification Workshop:** Association for Experiential Education International Conference  
St. Paul, Minnesota

**Leadership Challenge – Strategic Introduction:** North Dakota State Human Resource Association  
Conference, Fargo North Dakota

**5 Dysfunctions of a Team:** Minnesota State Human Resource Association Conference, Saint Cloud,  
Minnesota

**Transitions: Navigating Organizational Change:** APS Healthcare, Fargo, Grand Forks, Minot, Bismarck  
Dickinson, North Dakota

**Consultants: Behavioral Methodology:** North Dakota Society of Professional Engineers, Grand Forks,  
North Dakota

**Successful Sailing melting Icebergs – Navigating Organizational Change:** North Dakota Health Information  
Management Association, Grand Forks, North Dakota

**The Leadership Challenge:** Minnesota State Human Resource Association Conference, Saint Cloud,  
Minnesota

**Statement of Acknowledgment of Duties and Responsibilities  
of Directors, Delegates and Committee Members of  
the Highlands Ranch Community Association, Inc.**

I have received, read and understand the document entitled, " Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc.", a copy of which is attached hereto as Exhibit "A" and I agree to abide by and comply with same, including the guidelines set forth therein, in the course of fulfilling my duties as a committee member of HRCA.

Signature



Print Name

3-24-2025

Date



April 5, 2025

Highlands Ranch Community Association  
9568 University Blvd  
Highlands Ranch CO 80126

Dear HRCA,

I am interested in serving as a volunteer on the HRCA Architectural Review Committee. My family and I have lived in Highlands Ranch for over twenty-five years. One of our adult children and his family own a home and live in Highlands Ranch as well.

I am interested in serving so I can give back to the community my family and I love so much. I believe my experience in executive level management, and especially nonprofit management, qualifies me to contribute to the continued success of the HRCA.

I graduated from the Highlands Ranch Citizens Academy in 2022 and then served on the Architectural Review Committee.

As you can see from my resume, I have over thirty years of experience in financial management of nonprofit organizations in addition to a graduate degree in nonprofit administration. I believe I can be an asset to the committee because of my long time residence and interest in Highlands Ranch, educational background, and professional experience both of which are in management.

I have completed the Committee Application Form, read, signed and attached the disclosure statement for the Conflict-of-Interest Policy and attached a current resume.

Thank you for your time and consideration.

Sincerely,

A black rectangular redaction box covering the signature of Chris Robinson.

Chris Robinson

A black rectangular redaction box covering contact information, likely a phone number or email address.



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Chris Last Name: Robinson

Home Phone #: [REDACTED] Email Address: [REDACTED]

Address: [REDACTED]

City: Highlands Ranch, CO Zip Code: 80126

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

2. Please check the committee for which you are applying:

☒ Architectural Committee ☐ Development Review Committee ☐ Finance Committee ☐ Tribunal Hearings Panel  
Other \_\_\_\_\_

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?

ARC - 2022

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

Past member of ARC

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 [REDACTED] is true, complete, and correct to the best of my knowledge. (Please print and sign.)

Signature: [REDACTED] Date: 4/5/25

For office use only:

Received by: _____		Date: _____	
<input type="checkbox"/> Application	<input type="checkbox"/> Resume	<input type="checkbox"/> Letter of Interest	<input type="checkbox"/> COI Disclosure

## Chris Robinson

Cell: [REDACTED]

Email: [REDACTED]

### SUMMARY

Seasoned financial management professional with the ability to focus on the “big picture” while managing many details in an executive management position. Self-starter able to handle a variety of financial management responsibilities as part of the organization’s drive for success in achieving its mission. An effective communicator with excellent leadership skills committed to team building and contributing to a corporate culture of vision and progress. Purpose-driven, high energy, productive team player able to multi-task in a dynamic environment. Resourceful manager with a wide range of skills and experience. Able to lead, communicate and relate to others in turning organizational vision into reality. Outstanding ability to balance short term organizational needs with long-term goals.

### PROFESSIONAL EXPERIENCE

#### **Executive Pastor of Operations**

**2016- Present**

Senior management position in a large church with responsibilities covering financial management, human resources, technology, facilities, and campus operations. Responsibilities include:

- serving on the executive team with overall oversight of organizational effectiveness.
- designing, analyzing, and interpreting financial statements and reports for effective management decision making and organizational planning at the senior management and board and level.
- leading the annual budget process and serving as the principal budget manager/analyst for implementing cost effective and optimum operations.
- ensuring compliance with GAAP, tax laws, employment laws, and best practices while ensuring that policies and procedures followed federal and state regulations.
- overseeing annual independent audit responding to inquiries and requests regarding accounting policies and practices.
- acting as the organization’s senior risk management professional for all church operations assuring adequate casualty, property, and liability coverage insurance coverage.
- serving on the project team for a \$6 million new construction project.
- the executive responsible for establishing, reviewing, and implementing human resource policies and practices across all organizational lines.

#### **Affiliate Faculty Member**

**2007- Present**

Current affiliate faculty member teaching accounting, finance, and nonprofit management courses. Past course developer for accounting, finance, and business courses.

#### **Director of Finance**

**2014 - 2016**

Management position in a large nonprofit organization with responsibilities covering financial management and reporting requiring accurate and timely information from systems handling job costing, thrift retail, mortgage origination and servicing, and contributions. Responsibilities included:

- serving as the department head for the accounting, loan origination and loan servicing departments.
- preparing, reviewing, analyzing, and presenting the financial statements for the organization to the Finance and Audit Committee (monthly) and the Board of Directors (bi-monthly).
- directing the budget preparation process with follow up actual to budget reporting, analysis, and management.
- overseeing and managing the annual financial audit process and 990 preparations by an independent CPA firm.
- preparing quarterly cash flow reporting and forecasting for analysis and planning.

### **Chief Financial Officer**

**2005 - 2014**

Senior management position in a large church with responsibilities covering financial management, human resources, technology, campus operations, and two retail venues for the church and school (PS-8), with combined annual budgets totaling over \$20 million and over 325 employees. Responsibilities included:

- serving on the leadership team and as the department head for seven departments (accounting, human resources, technology, building operations, campus maintenance, bookstore, and coffee shop)
- serving as the executive responsible for establishing, reviewing, and implementing human resource policies and practices across all organizational lines.
- designing, preparing, analyzing, and interpreting financial statements and reports for effective management decision making and organizational planning at the board and management level.
- leading the annual budget process and serving as the principal budget manager/analyst for implementing cost effective and optimum operations.
- ensuring compliance with GAAP, tax laws, employment laws, and best practices while guaranteeing that policies and procedures were in compliance with federal and state regulations.
- overseeing annual independent audit responding to inquiries and requests regarding accounting policies and practices.
- acting as the organization's senior risk management professional for all church and school operations assuring adequate casualty, property, and liability coverage insurance coverage.
- serving on the project teams for two separate \$10 million construction projects.

### **Review Compliance Officer**

**2007 - 2012**

Served as part of a select national team of professionals responsible for conducting hundreds of field reviews of ECFA member organizations to verify compliance with ECFA Standards and make recommendations of best practices in accounting, financial reporting, board governance and fund raising. Personally conducted reviews of sixty-four organizations most of which were full day site visits.

## **CURRENT PROFESSIONAL CERTIFICATIONS**

### **Senior Professional in Human Resources (SPHR)**

Human Resource Certification Institute

The Senior Professional in Human Resources (SPHR) certification is nationally recognized as a credential for those who have mastered the strategic and policy-making aspects of HR management in the United States.

### **SHRM Senior Certified Professional (SHRM-SCP)**

Society for Human Resource Management

The SHRM Senior Certified Professional (SHRM-SCP) is the highest level of certification by the Society for Human Resource Management, the largest HR membership organization devoted to human resource management.

## **EDUCATION**

### **Master of Arts in Nonprofit Administration**

### **Bachelor of Arts in Accounting**

### **OTHER LEADERSHIP ACTIVITIES**

**University of San Francisco, San Francisco, CA**

**Three Years**

Guest lecturer in accounting at graduate level nonprofit administration courses.

**Patten College, Oakland, CA**

**Six Years**

Adjunct professor of accounting at a four-year college.

**Milpitas Christian Schools International, San Jose, CA**

**Four Years**

Board member and treasurer of one of the largest private schools (K-8) in the San Francisco Bay Area with over 1,100 students.

**Trinity Guardian Foundation, Menlo Park, CA**

**Three Years**

Board member and treasurer of a foundation formed to act as a trustee in receiving, holding, investing and administering charitable trusts for the benefit of four major nonprofit organizations.

**University of San Francisco, San Francisco, CA**

Recipient of the Graduate Research Award for the outstanding graduate research project. Developed nationally recognized database of financial statement ratios from compilation and research of audited financial statements from over 750 nonprofit organizations.

**Statement of Acknowledgment of Duties and Responsibilities  
of Directors, Delegates and Committee Members of  
the Highlands Ranch Community Association, Inc.**

I have received, read and understand the document entitled, "Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc.", a copy of which is attached hereto as Exhibit "A", and I agree to abide by and comply with same, including the guidelines set forth therein, in the course of fulfilling my duties as a director, delegate or committee member of HRCA.

Signature

Chris Robinson

Print Name

Date

4/15/25



## **POLICY STATEMENT**

### **COLLECTION POLICY OF HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

ADOPTED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

The following procedures have been adopted by Highlands Ranch Community Association, Inc. (the "Association") pursuant to C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Directors.

**PURPOSE:** To establish a uniform and systematic procedure for collecting assessments and other charges of the Association, thus ensuring the financial well-being of the Association.

**WHEREAS,** All Members are obligated by the Community Declaration for Highlands Ranch Community Association, Inc. (the "Declaration") to pay all dues and assessments in a timely manner.

**WHEREAS,** Failure to do so jeopardizes the Association's ability to pay its bills. Failure of Members to pay assessments in a timely manner is also unfair to other Members who do.

**WHEREAS,** The Association, acting through the Board of Directors, must take steps to ensure timely payment of assessments.

**NOW, THEREFORE, IT IS RESOLVED** that the Association does hereby adopt the following policy governing the collection of assessments and other charges of the Association:

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#### **SECTION 1: DUE DATE**

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- 1.1 The annual Common Assessments based solely on AFCAs ("Administrative Function Common Assessments") that do not include RFCAs ("Recreation Function Common Assessments") shall be due and payable on the first (1st) day of each January.
- 1.2 Common Assessments including both AFCAs and RFCAs shall be due and payable in equal installments due on the first (1st) day of each January, April, July and October.
- 1.3 Special assessments, individual purpose assessments, and reimbursement assessments, if any, may be assessed or made from time to time by the Association in accordance with the Declaration and are due and payable as determined by the Board.
- 1.4 All assessments or other charges not paid to the Association when due shall be considered past due and delinquent.





**Policy Statement**  
**Collection Policy**

Page 2 of 9

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**SECTION 2: LATE FEES & INTEREST/FINANCE CHARGES**

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- 2.1 The Association shall be entitled to impose a late fee of thirty-five dollars (\$35.00) on any quarterly installment of Common Assessments that include both AFCA and RFCA, or any other charge not received within forty-five (45) days of its due date except as provided herein.
- 2.2 The Association shall be entitled to impose a late fee of thirteen dollars (\$13.00) on any annual installment that is AFCA only not received within forty-five (45) days of its due date.
- 2.3 Any Common Assessment or installment of any assessment which is not received within forty-five (45) days after the date of any notice of default given to the owner and prior to the recording of a lien, shall bear interest/finance charges at the rate of eight (8%) percent per annum from the date any lien is recorded.
- 2.4 All such fees and interest shall be due and payable immediately, without notice, in the manner provided for payment of assessments.

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**SECTION 3: ACCELERATION**

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- 3.1 If any assessment or any installment thereof is not received within thirty (30) days after its due date, the Association may cause the balance of the assessment or the installments of the assessments for the then current calendar year to become immediately due and payable at the option of the Board of Directors in accordance with Section 8.35 of the Declaration.

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**SECTION 4: RETURN CHECK CHARGES**

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- 4.1 A twenty-five-dollar (\$25.00) fee shall be assessed against an owner in the event any check or other instrument attributable to or payable for the benefits of such owner is not honored by the bank or is returned by the bank for any reason whatsoever, including but not limited to, insufficient funds.
- 4.2 Notwithstanding this provision, the Association shall be entitled to all additional remedies as may be provided by applicable law.
- 4.3 Returned check charges shall be the obligation of the owner of the unit for which payment was tendered to the Association.
- 4.4 If two or more of an owner's checks are returned unpaid by the bank within any twelve (12) month period, the Association may require that all of the owner's future payments, for a period of one (1) year, be made by certified check or money order.

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**SECTION 5: ATTORNEY'S FEES & COLLECTION COSTS ON DELINQUENT ACCOUNTS**

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- 5.1 The Association shall be entitled to recover from an owner its reasonable attorneys' fees and collection costs, including any costs of collection charged by the





**Policy Statement**  
**Collection Policy**

Page 3 of 9

Association's management company, incurred in the collection of assessments or other charges due, whether or not a lawsuit has been initiated against the owner.

- 5.2 The Association shall be entitled to recover its post-judgement and appellate attorneys' fees and costs incurred from the owner.

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**SECTION 6: NO OFFSETS**

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- 6.1 No owner may be exempt from liability for payment of any assessment or other charge for any reason, including but not limited to, the abandonment of the unit against which the assessment or charge is made.
- 6.2 All assessments shall be payable in the amounts specified and no offsets or reduction shall be permitted for any reason including, without limitation, any claim that the Association or Board of Directors is not properly exercising its duties and powers under the Declaration.

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**SECTION 7: APPLICATION OF PAYMENTS MADE TO THE ASSOCIATION**

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- 7.1 If an owner owes both unpaid assessments and unpaid fines, fees, or other charges and makes a payment to the Association, the Association shall apply the payment first to the assessments owed and any remaining amount to the fines, fees, or other charges owed.
- 7.2 The Association has the discretion to return any payment containing a restrictive endorsement or directing application of payments contrary to this provision.

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**SECTION 8: OFFER OF REPAYMENT PLAN**

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- 8.1 In its Notice of Delinquency, described in Paragraph 9 below, and subject to the following requirements and conditions, prior to turning an account over to a collection agency or attorney for collections, the Association shall offer a repayment plan to any owner and make a good faith effort to coordinate a repayment plan with the owner:
- 8.1.1 The repayment plan must allow the owner the right to pay off the delinquency in monthly installments over a period of up to eighteen (18) months.
- 8.1.2 The owner may choose the amount to be paid each month of the repayment plan, so long as each payment is in an amount of at least twenty-five dollars (\$25.00) until the balance of the amount owed is less than twenty-five dollars (\$25.00).
- 8.1.3 An owner who has entered into a repayment plan may elect to pay the remaining balance owed under the repayment plan at any time during the duration of the repayment plan.
- 8.1.4 No repayment plan need be offered if the owner does not occupy the unit and has acquired the unit as a result of:
- 8.1.4.1 a default of a security interest encumbering the unit; or
- 8.1.4.2 foreclosure of the Association's lien.



**Policy Statement**  
**Collection Policy**

Page 4 of 9

- 8.1.5 The Association is not required to offer a repayment plan or negotiate such a plan with an owner who has previously entered into a payment plan with the Association;
- 8.1.6 The owner's failure to remit payment of at least three (3) monthly installments of an agreed-upon installment within fifteen (15) days of the due date, or to remain current with regular assessments as they come due during the period of the repayment plan, constitutes a failure to comply with the terms of the repayment plan; and
- 8.1.7 The Association may pursue legal action against the owner if the owner fails to comply with the terms of the repayment plan.

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**SECTION 9: NOTICE OF DELINQUENCY**

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- 9.1 After an installment of an assessment or other charge becomes thirty (30) days delinquent, and before the Association turns the delinquent account over to a collection agency or refers it to the Association's attorneys for legal action, the Association shall cause a Notice of Delinquency to be sent to the owner who is delinquent in payment. The Notice of Delinquency shall specify the following:
  - 9.1.1 A description of the steps the Association must take before it may take legal action against the owner, including a description of the Association's cure process for covenant violations as specified in its policy governing enforcement;
  - 9.1.2 A description of what legal actions the Association may take against the owner, including a description of the types of matters the Association or owner may take to small claims court, including injunctive matters for which the Association seeks an order requiring the owner to comply with the declaration, bylaws, covenants, or other governing documents of the Association;
  - 9.1.3 The total amount due, with an accounting of how the amount was determined;
  - 9.1.4 Whether the total amount due concerns unpaid assessments; unpaid fines, fees, or charges; or both;
  - 9.1.5 Whether the delinquency concerns unpaid assessments that may lead to foreclosure;
  - 9.1.6 Whether an opportunity to enter into a repayment plan exists and the instructions for contacting the Association or its manager to enter into such a repayment plan;
  - 9.1.7 The name and contact information for the person the owner may contact to request a copy of the owner's ledger in order to verify the amount owed;
  - 9.1.8 That action is required to cure the delinquency and the specific action required to cure the delinquency;
  - 9.1.9 That failure to cure the delinquency within thirty (30) days may result in acceleration of the balance of the assessment or the installments of the assessment for the then calendar year, the delinquent account being turned over to a collection agency or the Association's attorney, a lawsuit being filed



**Policy Statement**  
**Collection Policy**

Page 5 of 9

- against the owner, the filing and foreclosure of a lien against the owner's unit, or other remedies available under Colorado law; and
- 9.1.10 Of any right to cure the default after acceleration and of any right to bring a court action to assert the nonexistence of a default or any other defense of the Member.
- 9.2 The Association may send additional notices to the owner, either before or after the Notice of Delinquency set forth above, for as long as amounts remain past due on the owner's account. However, the Association is only required to send one Notice of Delinquency as provided for in this Paragraph.
- 9.3 The Notice of Delinquency shall be sent by certified mail, return receipt requested, and by U.S. regular mail at the property address unless the owner has given notice, in writing, to the Association of an alternate address.
- 9.4 The Association shall also send the Notice of Delinquency by two of the following means: text message to a cellular number the Association has on file because the owner or designated contact has provided the number to the Association; by electronic mail to an e-mail address that the Association has on file because the owner or designated contact has provided the address to the Association; and/or by telephone call (including leaving a voicemail message, if available) to a telephone number the Association has on file because the owner or designated contact has provided the number to the Association. If known and available to the Association, the Association may consider any phone number or email address used by an owner in any transaction or correspondence related to the owner's property within the Association as contact information provided to the Association.
- 9.5 The Association may charge the owner an amount not to exceed the actual cost of the certified mail.

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**SECTION 10: BALANCE LETTER**

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- 10.1 On a monthly basis and by First-Class Mail and e-mail, if the Association has the owner's e-mail address, the Association shall send each owner who has any outstanding balance owed to the Association an itemized list of all Assessments, fines, fees, and charges that the owner owes to the Association ("Balance Letter").
- 10.2 ***If the Association has incurred, or will incur, attorneys' fees and costs that have not yet been billed to the Association and added to the owner's account, the Balance Letter shall indicate that the outstanding balance may not include all charges that have been or will be incurred and does not constitute a payoff.***

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**SECTION 11: NOTICES**

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- 11.1 Except as otherwise provided herein, any notices shall be mailed to the owner via U.S.
- 11.2 regular mail at the unit address unless the owner has given notice, in writing, to the Association of an alternate address.



**Policy Statement**  
**Collection Policy**

Page 6 of 9

- 11.3 The Association shall send the Notice of Delinquency, Balance Letter, and all other notices to the owner in English and in any other language the owner designates in a writing that the owner mails to the Association by certified United States mail, return receipt requested.
- 11.4 In addition, the Association shall mail the Notice of Delinquency, Balance Letter, and all other notices in English to any contact person the owner designates in a writing that the Owner mails to the Association by certified United States mail, return receipt requested.

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**SECTION 12: LIENS**

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- 12.1 If payment in full of any assessment or other charge is not received by the deadline stated in the Notice of Delinquency, the Association may cause a notice of lien to be filed against the unit.
- 12.2 The lien shall include assessments, fees, charges, late charges, attorneys' fees, fines, interest, and other charges pursuant to C.R.S. § 38-33.3-316(1).

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**SECTION 13: REFERRAL OF DELINQUENT ACCOUNTS TO ATTORNEYS**

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- 13.1 After the deadline stated in the Notice of Delinquency has expired, the Association may, but shall not be required to, refer the delinquent account over to a collection agency or refer it to the Association's attorney for legal action.
- 13.2 An account may only be referred to an attorney or a collection agency if a majority of the Board of Directors votes to refer the matter in a recorded vote at a meeting conducted pursuant to C.R.S. § 38-33.3-308(4)(e).
- 13.3 Upon referral to the attorneys, the attorneys shall take all appropriate action to collect the accounts referred.
- 13.4 After an account has been referred to an attorney, the account shall remain with the attorney until the account is settled, has a zero balance, or is written off.
- 13.5 All communications and payments must come through the attorneys' office after the account has been referred to the attorney.
- 13.6 All payment plans involving accounts referred to an attorney for collection shall be set up and monitored through the attorney.
- 13.7 After consultation with the Board of Directors or the Association's managing agent, the attorneys shall be entitled to exercise all available remedies to collect the amounts due, including judicial foreclosure and ex parte appointment of a receiver of the owner's property.

Collection Timeframe Chart	
AFCA and RFCA Due Date	1 <sup>st</sup> day of each January, April, July and October.
AFCA only	1 <sup>st</sup> day of each January.



**Policy Statement**  
**Collection Policy**

Page 7 of 9

AFCA and RFCA Past Due and Delinquent	2 <sup>nd</sup> day of each January, April, July and October.
AFCA only	2 <sup>nd</sup> day of each January.
Notice of Delinquency	Any time after 30 days from the Due Date.
Late Fee Assessed	\$35.00 on any assessment or other charge not received within forty-five (45) days of its Due Date. \$13.00 on an AFCA only assessment.
Interest/Finance Charges Assessed	8% per annum from the date any lien is recorded.
Board of Directors votes to refer the matter to attorneys	Any time after the expiration of the Notice of Delinquency.
Delinquent account turned over to a collection agency or referred to the Association's attorneys for legal action.	Any time after a majority of the Board votes to send the file to the Association's attorneys.

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**SECTION 14: FORECLOSURE OF LIENS**

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- 14.1 Notwithstanding any provision of this policy to the contrary, and subject to any additional requirements imposed by Colorado law, the Association may only foreclose the lien if it has complied with all statutory prerequisites and:
- 14.1.1 The balance of the assessments and charges secured by the lien equals or exceeds six (6) months' worth of regular assessments based on the periodic budget adopted by the Association;
  - 14.1.2 The Board of Directors has formally resolved, by a recorded vote, to authorize the filing of a legal action against the specific unit on an individual basis; and
  - 14.1.3 The lien does not consist only of fines that the Association has assessed against the owner, and/or collection costs or attorneys' fees that the Association has incurred and that are only associated with fines.
- 14.2 Any owner that fails to accept a repayment plan within thirty (30) days of the Notice of Delinquency is deemed to have declined the repayment plan and the Association may commence a legal action and or an action to initiate a foreclosure proceeding as provided herein.
- 14.3 The Association may commence legal action and/or an action to initiate a foreclosure proceeding as provided herein against any owner that accepts a repayment plan and fails to pay at least three (3) of the monthly installments within fifteen (15) days after the monthly installments were due without further notice.





**Policy Statement**  
**Collection Policy**

Page 8 of 9

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**SECTION 15: SUSPENSION OF PRIVILEGES**

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- 15.1 In addition to assessing late fees or other charges, and without limiting the Association's remedies under its governing documents, the Board may suspend membership privileges, which may include, but shall not be limited to, suspension of access to Association amenities and suspension of voting privileges, and impose other sanctions in accordance with the governing documents and applicable Colorado law.
- 15.2 The Association is not required to follow the procedures set forth in this Policy to suspend membership privileges and instead may follow other procedures specified in the governing documents for such suspension.
- 15.3 If the governing documents do not specify procedures for suspension of privileges or state conditions for when procedures are automatically suspended, the Association shall provide reasonable notice and opportunity for a hearing prior to the suspension of privileges.
- 15.4 The Board may revoke or suspend the violator's privileges for a period of time equal to the duration of the violation and for up to sixty (60) days thereafter, unless such violation is a continuing violation, in which case such suspension may continue for as long as such violation continues and for up to sixty (60) days thereafter.
- 15.5 However, nothing in this section shall require notice and an opportunity for the suspension of voting privileges if the governing documents do not require a hearing.

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**SECTION 16: WAIVERS**

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- 16.1 Nothing in this policy shall require the Association to take a specific action(s) other than as set forth herein and to notify owners of the adoption of this policy.
- 16.2 The Association has the option and right to continue to evaluate each delinquency on a case-by-case basis.
- 16.3 The Association may grant a waiver of any provision herein upon petition in writing by an owner showing a personal hardship.
- 16.4 Any such relief granted an owner shall be appropriately documented in the files with the name of the person or persons representing the Association granting the relief and the conditions of the relief.
- 16.5 In addition, the Association is hereby authorized to extend the time for the filing of lawsuits and liens, or to otherwise modify the procedures contained herein, as the Association may determine appropriate under the circumstances, except as may be prohibited by Colorado law.

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**SECTION 17: ORDER OF REMEDIES**

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- 17.1 Subject to the restriction contained in the "Foreclosure of Liens" Paragraph above, the Association may pursue any actions or remedies, including, but not limited to, actions for personal judgment, foreclosure, or receivership (on an ex parte basis or otherwise



**Policy Statement**  
**Collection Policy**

Page 9 of 9

and for purposes of collecting the lien balance coming due to the Association both pre-judgment and post-judgment in any judicial proceedings), to collect amounts owed in any order, and in the case of a foreclosure by the holder of another security interest in the owner's property, may immediately proceed to file actions for personal judgment, foreclosure, or receivership (on an ex parte basis or otherwise) without the necessity of following the procedures set forth above.

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**SECTION 18: BANKRUPTCIES AND FORECLOSURES**

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- 18.1 Upon receipt of any notice of a bankruptcy filing by and owner, or upon receipt of a notice of a foreclosure by any holder of an encumbrance against any unit withing the Association, the Association shall notify the Association's attorney of the same and turn the account over to the Association's attorney, if appropriate.

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**SECTION 19: DEFINITIONS**

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- 19.1 Capitalized terms not defined in this Policy are used as defined in the Declaration, as may have been amended.

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**SECTION 20: SEVERABILITY**

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- 20.1 If a provision of this policy is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision if this policy.

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**SECTION 21: SUPERSEDING PREVIOUS POLICIES**

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- 21.1 This policy shall replace and supersede any previous rules and regulations or policies of the Association addressing the collection of assessments.

This policy regarding collections was adopted by the Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ and becomes effective the \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_\_, and is attested to by the Secretary of Highlands Ranch Community Association, Inc.

Highlands Ranch Community Association, Inc.

By: \_\_\_\_\_  
President

Attested by: \_\_\_\_\_  
Secretary

**RESOLUTION 25-05-01**  
**OF**  
**HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC. REGARDING**  
**CHARTER FOR THE OPEN SPACE CONSERVATION AREA UPDATE**  
**COMMITTEE**

**SUBJECT:** Adoption of a Charter for the OSCA UPDATE COMMITTEE

**PURPOSE:** To provide a structure for the creation and operation of the OSCA Update Committee

**AUTHORITY:** The Declaration, Bylaws, and Articles of Incorporation of the Association and Colorado law

**EFFECTIVE DATE:** May \_\_, 2025

**RESOLUTION:** WHEREAS, the Amended and Restated Bylaws for Highlands Ranch Community Association, Inc. (“HRCA”) provides, in Article XIII, for a Community Involvement Process for development proposals for the Community Association property of approximately 7,235 acres commonly known and referred to as the Backcountry or Backcountry Wilderness Area; and

WHEREAS, the Bylaws further provide, in Section 6.2.1, that the Delegate body shall serve as the primary advisory committee to the Board of Directors regarding any improvements, programs, property conveyances or leases, transactions, or activities proposed for or occurring in the Backcountry Wilderness Area, and the Board shall take no preliminary or final action on any matter described herein without having first presented the same for review and recommendation by the Delegates;

WHEREAS, the Board of Directors desires to create an OSCA Update Committee to work with HRCA staff members to update plans for use, conservation and management within the Open Space Conservation Area.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors adopts the attached Charter for the OSCA Update Committee of the Board of Directors of Highlands Ranch Community Association, Inc.

**PRESIDENT’S CERTIFICATION:** The undersigned, being the President of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of



the Board of Directors on May \_\_, 2025, and in witness thereof,  
the undersigned has subscribed his/her name.

**Highlands Ranch Community Association, Inc.,**  
a Colorado nonprofit corporation

By: \_\_\_\_\_  
Its: President

**HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**  
**OPEN SPACE CONSERVATION AREA UPDATE COMMITTEE CHARTER**

Adopted \_\_\_\_\_, 2025

WHEREAS, the Board of Directors of HRCA appoints individuals to HRCA committees, and hires employees who may retain staff members, contractors and volunteers.

WHEREAS, the Open Space Conservation Plan recorded with the Douglas County Clerk and Recorder on June 13, 2000 at Reception No. 00040793 (the "OSCA Plan") and the Management Implementation Plan for the Open Space Conservation Area dated May 28, 2002 (the "Management Plan") were created over twenty years ago, and have not been updated since their creation.

WHEREAS, the Board of Directors desires to assign to the Open Space Conservation Area Update Committee ("OSCA Update Committee") the duties outlined herein with the intention that the OSCA Update Committee, with the assistance of HRCA staff, HRCA contractors and qualified volunteers, review and make recommended revisions/updates to the current OSCA Plan and Management Implementation Plan in order to provide for updated and enhanced usage, conservation and management of the Open Space Conservation Area.

WHEREAS, the OSCA Update Committee is intended to include as members various individuals with special skills or expertise in matters relevant to open space, fire mitigation, wildlife conservation, real property values, Douglas County operations, and the interests of HRCA residents.

WHEREAS, the OSCA Update Committee is to review and provide recommendations for revisions to be made to the original OSCA Plan and Management Implementation Plan and to prepare and present the proposed revised Plans to the Delegates for review and recommendation before the Board takes any preliminary or final action to implement the Plans.

NOW THEREFORE, the Board of Directors hereby adopts the following Resolution and OSCA Update Committee Charter.

**I. OSCA Update Committee Composition.**

- a. **Staff.** The HRCA Backcountry Director will be a member of the OSCA Update Committee as part of their employment duties.
- b. **Contractor.** Together with the Backcountry Director, the General Manager is authorized to retain a contractor to serve as the OSCA Update Committee Chairman. The OSCA Update Committee Chairman shall be a resident of HRCA and qualified to serve on the HRCA Board of Directors, but need not be a Delegate or Board member. The General Manager and Backcountry Director shall interview and select the OSCA Update Committee Chairman, who will be compensated for their professional expertise as approved by the Board of Directors.
- c. **Volunteers.** In addition to compensated employees and the OSCA Update Committee Chairman, the Backcountry Director and General Manager are authorized to appoint three or more volunteers to serve on the OSCA Update Committee.

- i. Qualifications. Volunteers must be over the age of 18 and not an adverse party to HRCA in any matter. Volunteers need not be HRCA residents, but HRCA residents are preferred, all other skills being equal.
  - ii. Skills. Volunteers should have specialized knowledge or education that will assist the OSCA Update Committee Chairman in their analysis of the OSCA Plan and Management Plan, and preparation of the updated Plans. By way of example, OSCA Update Committee volunteers are desired to have skills in the following areas:
    - 1. Wildfire Mitigation
    - 2. Douglas County Planning and Zoning/Land Development
    - 3. Wildlife Conservation and Management
    - 4. Real Estate Valuation
  - iii. Preferred Relationships. To align the OSCA Update Committee with the various interests of parties involved in the original OSCA Plan, the OSCA Update Committee shall comprise representatives with relationships in HRCA, Douglas County Open Space/Planning, the Colorado Division of Wildlife, and South Metro Fire, to the extent possible.
- d. Initial Appointments. The Board of Directors shall select the initial members of the OSCA Update Committee.
- e. Vacancies. Any vacancy on the OSCA Update Committee will be filled by the Board of Directors. Individuals wishing to fill vacancies on the OSCA Update Committee may submit a letter of intent, resume, Committee Application Form and Disclosure Statement under the Conflict of Interest Policy to the HRCA Administrative office at any time. The current Members of the Committee and General Manager will review the application and make recommendations to the Board of Directors when a vacancy exists.
- f. Term. Members of the OSCA Update Committee serve two-year terms, but may resign at any time and may be removed by the Board of Directors at any time with or without cause. Unless otherwise directed by the Board of Directors, the OSCA Update Committee shall automatically be disbanded upon the Board's acceptance of the Plans. The position of any OSCA Update Committee member who misses four or more meetings without excuse shall be deemed vacant without further action by the Board.
- g. Quorum. Quorum for any meeting of the OSCA Update Committee shall be the Director of the Backcountry Wilderness Area or his representative plus the OSCA Update Committee Chairman or their representative, and at least one other member of the OSCA Update Committee present in person or by proxy.

## II. Guidelines for Plans and OSCA Update Committee.

- a. Scope. The Plans (as revised) prepared by the OSCA Update Committee will update the Management Implementation Plan and OSCA Plan and are to reflect HRCA's actual operations and needs as they have evolved throughout the course of its existence in order to provide for updated and enhanced usage, conservation and management of OSCA.
- b. Meeting With Board. The OSCA Update Committee shall meet with the Board of Directors and HRCA staff members before commencing development of the

Plans and at such other times as specified by the Board of Directors or President. OSCA Update Committee members understand that the Board of Directors is ultimately responsible for approving and implementing the Plans created by the OSCA Update Committee, after review and recommendations from the Delegate body.

- c. **Nonliability**. There shall be no liability imposed on the OSCA Update Committee, any member of the Committee, any Committee Representative, the HRCA, any member of the Board of Directors, or HRCA employee for any loss, damage or injury arising out of or in any way connected with the performance of the duties of the OSCA Update Committee unless due to the willful misconduct or bad faith of the party to be held liable.
- d. **Severability**. If any portion of this Charter is in conflict with the governing documents of the HRCA, or is deemed unenforceable by statute or regulation, that portion of this Charter shall become void and the HRCA governing document and/or the applicable statute or regulation will take precedence. The remainder of the Charter unaffected by this conflict shall remain in effect.

### **III. Conduct of Meetings.**

- a. Members will display common courtesy and respect for one another, HRCA employees, and community members.
- b. Meetings shall be held in the HRCA's administrative offices or such other location as is designated in the notice provided to committee members. Meetings shall require not less than two days' prior notice to all committee members.
- c. Regular and special meetings may be conducted electronically as permitted by the Colorado Revised Nonprofit Corporation Act.
- d. The Director of the Backcountry Wilderness Area or OSCA Update Committee Chairman may call special meetings on an as-needed basis.
- e. All meetings of the OSCA Update Committee, including study sessions and workshops, are open to members or their designated representatives, except as permitted by C.R.S. 38-33.3-308(4).
- f. Each member of the OSCA Update Committee shall have one vote. A majority vote of the members present is required for a motion to be adopted.

### **IV. Ethics and Conflicts.** All OSCA Update Committee members are bound by Resolution 17-01-03, establishing duties and responsibilities of Directors, Delegates, and Committee Members.

- a. Each OSCA Update Committee member will discharge his or her duties in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner he or she believes to be in the best interest of HRCA.
- b. The OSCA Update Committee members recognize that holding a position which represents the public interest is a public trust. To actively promote public confidence, the OSCA Update Committee members must be aware of a possible conflict of interest arising in the course of duty.
  - i. For purposes of this Charter only, a conflict of interest is described as a situation where the person:

- ☒ has an ownership interest in the matter;
- ☒ will be directly affected by the decision in the matter;
- ☒ believes he has a conflict of interest as defined by an applicable law;
- ☒ or will gain an advantage to relations, groups or associations to whom affiliated.

ii. A committee member experiencing a potential conflict of interest shall declare that interest publicly and recuse himself/herself from the deliberations. Further, the committee member may not discuss the conflicted matter privately with other committee members voting on the issue.

**V. Revisions to Charter.** The Board of Directors may revise this Charter at its discretion at any time and shall provide notice to the OSCA Update Committee of any revisions to the Charter's terms.

Adopted \_\_\_\_\_, 2025.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

# Board of Directors 501c3 Special Quarterly

5.20.2025

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 the Board of Directors 501c3 Special Quarterly Minutes from February 18, 2025
  - Approval of the 2025 1st Quarter Financial Statements for HRCAA, HRCSF, HRBCEF
- V. Additional Business
- VI. Adjournment

# Board of Directors 501c3 Special Quarterly

Minutes from February 18, 2025



**Agenda item:** Call to Order

**Presenter:** Monica Wasden

**Conclusions:**

The meeting was called to order at 8:35 p.m.

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

**Presenter:** Jim Allen

**Conclusions:**

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

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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:** Board of Directors

Consent Agenda:

- Approval of the Board of Directors 501c3 Special Quarterly Minutes from October 22, 2024.
- Approval of the 2024 4th Quarter Financial Statements for HRCAA, HRCSF, and HRBCEF.
- Approval of the 2025 Budget for HRCAA, HRCSF, HRBCEF.

**Conclusions:**

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



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**Agenda item:** Additional Business

**Presenter:** Board of Directors

**Discussion:**

Todd Landgrave shared he is thankful we are still promoting HRSCG.

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**Agenda item:** Adjournment

**Presenter:** Monica Wasden

**Conclusions:**

A motion for adjournment was made by Todd Landgrave and seconded by Leo Stegman. The 501c3 Board of Directors Special Quarterly Meeting was adjourned at 8:37 p.m.

**Respectfully submitted,**

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*Jim Allen, Secretary*