

Meeting of the Delegates

6.17.2025

Southridge – Wildcat



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

Agenda

- | | | |
|-------|--|-----------|
| I. | Call to Order | 6 p.m. |
| II. | Pledge of Allegiance | 6:01 p.m. |
| III. | Guest Speaker <i>Highlands Ranch Water, Sam Calkins</i> | 6:03 p.m. |
| IV. | Roll Call/Establishment of Quorum | 6:23 p.m. |
| V. | Proof of Notice of Meeting | 6:25 p.m. |
| VI. | Approval of the Meeting Minutes of Action from the May 20, 2025
Meeting of the Delegates | 6:26 p.m. |
| VII. | Member Forum <i>Three-minute time limit</i> | 6:30 p.m. |
| VIII. | Board of Directors Report <i>Monica Wasden</i> | 6:35 p.m. |
| IX. | Director Comments | 6:40 p.m. |
| X. | General Manager Report <i>Mike Bailey</i> <ul style="list-style-type: none">• Wildcat Regional Park <i>Mark Giebel</i> | 6:45 p.m. |
| XI. | Continued Business | 7:05 p.m. |
| XII. | New Business | 7:10 p.m. |
| XIII. | Delegate Forum <i>Three-minute time limit</i> | 7:15 p.m. |
| XIV. | Adjournment | 7:20 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, July 22, 2025.

Meeting of the Delegates Minutes

Minutes from May 20, 2025



Agenda

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

President Wasden called the meeting to order at 6:06 p.m.

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

President Wasden led the meeting in the Pledge of Allegiance.

Agenda item: Scholarship Recipient Award Ceremony **Presenter:** Todd Landgrave

Todd Landgrave presented a PowerPoint. Within his PowerPoint:

- Information regarding funding for the Highlands Ranch Community Scholarship Fund
 - Presentation of awards to each recipient
-

Agenda item: Guest Speaker, Douglas County Attorney & Commissioners

Delegate Pattie McGuinness | Delegate District 112 brought up a point of order and concern regarding this agenda item, stating that having the County staff and commissioners attend was in violation of HRCA Resolution 17-01-03.

Douglas County Attorney, Jeffrey Garcia, along with County Commissioners Abe Laydon, Kevin VanWinkle, George Teal, alongside presented a PowerPoint. Within their PowerPoint:

- Information regarding Home Rule County within Colorado.
 - The goal of Home Rule County, along with advantages and disadvantages.
 - An overview of the nine-step process to become a Home Rule County.
 - Information and examples of Home Rule County authority.
 - Charter content, including other counties topics, what Douglas County could do as a Home Rule County, and a roadmap.
 - The County Attorney suggested people go to the County website for more information.
-

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

Conclusions:

A quorum was established; 22,663 of 31,934 lots were present.



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

Name confirmed the Proof of Notice of Meeting.

Agenda item: Approval of Minutes for the Meeting of the Delegates for the April 22, 2025, Meeting **Presenter:** Monica Wasden

Conclusions:

The April 2025 minutes were approved — motioned by Dennis Epperly, District 2 and seconded by Andy Jones, District 25. Motion carried.

Agenda item: Board of Directors Report **Presenter:** Monica Wasden

Conclusions:

President Wasden presented a PowerPoint. Within her report:

- Information on the OSCA Committee Charter on the Board Agenda
- A highlight of an upcoming event, Clear the Clutter.
- Discussion: Time was allotted for Delegate Q&A.

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

Discussion:

Eiko Browning | 662 Huntington Drive: Shared her concerns regarding the Home Rule County process. She encouraged Delegates to vote no on Home Rule.

Dawn Caldwell | 9687 Golden Eagle Place: Shared her concerns that Douglas County is rushing through the Home Rule County process and encouraged Delegates to vote no on Home Rule.

Rep. Bob Marshall | 2 Jack Rabbit: Discussed his concerns regarding the Home Rule County process so far and encouraged Delegates to vote no on Home Rule.

Kathy Boyer | 9831 Westbury Way: Shared her concerns regarding Home Rule County process. She encouraged Delegates to vote no on Home Rule.



Agenda item: Board of Director Comments

Presenter: Board of Directors

Conclusions:

Monica Wasden: Thanked Todd Landgrave for the work he did as the liaison on the scholarship committee.

Agenda item: General Manager Report

Presenter: Mike Bailey

Conclusions:

General Manager Bailey presented a PowerPoint. Within his report:

- Acknowledged Delegate Frank Impinna's accomplishment of gaining his doctorate.
- Information on three upcoming events, the Beer Festival, Backcountry Summer Kickoff, and Golf Tournament.
- Information on the upcoming Delegate Orientations on June 10 and June 14.
- Introduced Mark Gunther and Jake Heerd to provide an update on operations and facilities.

Agenda item: Department Updates – Operations & Facilities

Presenter: Jake Heerd

Conclusions:

Mark Gunther, Chief Operations Officer and Jake Heerd, Recreation Manager, presented a PowerPoint. Within their presentation:

- An update on Capital Reserves for the 1st and 2nd quarters of 2025, as well as an update on the 2025 Capital Reserve projects.
- An update on the facility closure weeks.
- Information regarding the outdoor pool openings happening May 23rd and the hiring process and pre-season orientation for lifeguards.
- An update on the renovation at Westridge and the timeline for the project.
- Time was allotted for Q & A.

Agenda item: General Manager Report, Continued

Presenter: Mike Bailey

Conclusions:

General Manager Bailey presented a PowerPoint. Within his report:

- Acknowledgement of Ken Joseph who is retiring at the end of the month.
- The Board of Directors also commented and shared encouragement for Ken's retirement.



Agenda item: New Business Monica Wasden
None

Agenda item: Continued Business Monica Wasden
None

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

Discussion:

Andy Jones | Delegate District 25: Thanked Ken Joseph for all he has done for Highlands Ranch. Shared regarding the situation in his district that he received help from Woody Bryant, Director of Community Improvement Services, and acknowledged his efforts. Andy then shared information regarding the HRMD meetings and current projects that they are managing, and statistics regarding the Senior Center and upcoming events.

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

Conclusions:

Motioned by Dennis Epperly representing District 2 and seconded by Elizabeth Stultz representing District 113. The Meeting of the Delegates was adjourned to 7:37 p.m.

Respectfully submitted,

Jim Allen, Secretary

Meeting of the Board

6.17.2025

Southridge – Wildcat



**HIGHLANDS
RANCH**
COMMUNITY ASSOCIATION

Agenda

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
 - Approval of Board Meeting Minutes of Action from May 2025
 - Approval of the Finance Committee Minutes from April 2025
 - Approval of Architectural Review Committee Minutes of May 2025
 - Approval of the Design Review Committee Minutes from May 2025
 - Approval of Reappointment of Architectural Review Committee Members
 - Approval of Reappointment of Development Review Committee Members
 - Approval of Reappointment of Finance Committee Members
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee:
 - Review of and approval of the May 2025 Financials.
- VIII. General Manager Report
- IX. Continued Business
- X. New Business
- XI. Delegate Forum
- XII. Adjournment

Executive Session

- I. Review of discussion relating to communication from legal counsel for matters pertaining to the Association.

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.

The Next Delegate and Board meeting will be held on Tuesday, July 22, 2025. Page 7

Meeting of the Board Minutes

Minutes from May 20, 2025



Agenda item: Call to Order

Presenter: Monica Wasden

Conclusions:

The meeting was called to order at 7:43 p.m.

Agenda item: Establishment of Quorum/Roll Call

Presenter: Dan Brown

Conclusions:

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

Agenda item: Proof of Notice of Meeting

Presenter: Dan Brown

Conclusions:

Dan Brown confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda

Presenter: Monica Wasden

Action Items:

- Approval of Board Meeting Minutes of Action from March 2025
- Approval of Board Meeting Minutes of Action from April 2025
- Approval of Finance Committee Minutes from February 2025
- Approval of Finance Committee Minutes from March 2025
- Approval of Architectural Review Committee Minutes from March 2025
- Approval of Architectural Review Committee Minutes from April 2025
- Approval of 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 appointment to the Architectural Review Committee



- Approval of Chris Robinson to the Architectural Review Committee
- Approval of the Highlands Ranch Community Association Collection Policy

Conclusions:

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

Agenda item: Member Forum

Presenter: Members

Discussions:

None

Agenda item: Director Comments

Presenter: Board of Directors

Discussions:

Todd Landgrave commented it was exciting to see what is going on with the Westridge Renovation update.

Agenda item: Committee Reports

Discussions:

Delegate Meeting:

Finance Committee: Brice Kahler presented the April 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 March and April 2025 Finances. Motion carried.



Agenda item: General Manager Report

Presenter: Mike Bailey

Discussions:

General Manager Mike Bailey commented on the following:

- Invited the Board Members to tour the Westridge Renovation project.
- Mentioned Ken Joseph's retirement again and shared information regarding his succession planning.
- Encouraged the Board to share information regarding the Golf Tournament and Beer Festival.

Agenda item: Continued Business

Discussions:

None

Agenda item: New Business

Discussions:

- Approval of Resolution 25_05_01 of Highlands Ranch Community Association, Inc. Regarding Charter for the Open Space Conservation Area Update Committee.

Conclusions:

A motion was made by Todd Landgrave and seconded by Leo Stegman to approve Resolution 25_05_01 of Highlands Ranch Community Association, Inc. Regarding Charter for the Open Space Conservation Area Update Committee. Motion carried.



Agenda item: Delegate Forum

Presenter: Delegates

Discussions:

None

Agenda item: Adjournment

Presenter: Monica Wasden

Conclusions:

The Board of Directors Meeting was adjourned at 7:52 p.m., motioned by Dan Brown and seconded by Leo Stegman.

Respectfully submitted,

Jim Allen

3. The Finance Committee reviewed and discussed the March 31, 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 ahead of budget YTD by \$34K; consolidated expenses exceed budget YTD by \$109K. Program performance was also discussed, noting that Sports & Fitness and Aquatics programs are doing very well. We are actively marketing to fill 27 open spots in Preschool.

A motion was made that the HRCA Finance Committee accept the March 31, 2025, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Erik Vaska

Second: Michael Flower

4. The Finance Committee next reviewed the Q1 2025 Highlands Ranch Community Association 501(c)3 Financial Statements. Actual to budget variances were discussed for Highlands Ranch Cultural Affairs Association, Highlands Ranch Scholarship Fund, and Highlands Ranch Backcountry Conservation and Education Fund. Sources and uses of operating funds were discussed, including anticipated SCFD grants and contributions from HRCA.

A motion was made to recommend that the HRCA Finance Committee accept the Q1 2025, 501(c)3 Financial Statements. The motion was approved unanimously.

Motion: Jennifer Harris

Second: Erik Vaska

5. Brice Kahler presented the Q1 2025 Investment overview. As of March 31, 2025, we had approximately \$3M to invest. Working with Morgan Stanley and carefully considering current market volatility, we picked up some CD's and corporate debt subsequent to quarter end.

6. Other Business:

Brice Kahler discussed upcoming emergency reserve expenditures for two HVAC units at Westridge and pool lights at Northridge and Eastridge. These expenditures are scheduled for 2026 in the Reserve Study, but will be necessary to replace this year instead.

The accounting for the annual Cigna rebate was also discussed. We will accrue estimated surplus above stop loss during the year.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Controller

Architectural Review Committee MEETING MINUTES

Meeting Date: May 07, 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 Buttermore (JB)			✓	
Patricia Callies (PC)	✓			
Russell Clark (RC)	✓			
Patrick Gallagher (PG)	✓			Attended via ZOOM. Congratulations on Appointment to the ARC.
Dawn Keating (DK)			✓	
Kate Landauer (KL)	✓			
Joe Levin (JL)	✓			Congratulations on Appointment to the ARC
Jeff Rohr (JR)			✓	

Also in attendance:

Jayma **Wessling** (JW), HRCA: Residential Improvement Coordinator
Woody **Bryant** (WB), HRCA: Director of Community Improvement Services
Chris **Robinson** (CR), Prospective ARC Member

II. REVIEW OF MINUTES

A. The **April 16, 2025 Meeting Minutes** were reviewed.

a. **DISCUSSION:**

i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

May 07, 2025

Page 2 of 7

III. REVIEW OF TRIBUNAL HEARINGS

- A. **8642 Mallard Place** | Synthetic flora on fence (ARC Denial).
 - a. Tribunal Officer AFFIRMED the denial finding no grounds for a variance or to override of the Committee’s reasonable aesthetic judgment.
- B. There are three Tribunal Hearings scheduled for May 15, 2025:
 - a. **6342 Yale Drive** | Exterior Permanent Perimeter Lighting (ARC Denial).
 - b. **11081 Valleybrook Circle** | Limited Exterior Permanent Perimeter Lighting (ARC Conditional Approval).
 - c. **5300 Foxborough Court** | Chicken Coop Placement (ARC Denial)

IV. RESIDENTIAL APPOINTMENTS

- A. **10132 Silver Maple Circle** – Sauna & Hot Tub.

Note: The submittal also included landscaping improvements; however, these improvements were vetted by Staff and found to be acceptable. This review is specific to the Sauna & Hot Tub.

- a. **DISCUSSION:**

- i. The homeowner/applicant (Peter and Vandy Fischer) were in attendance and provided the ARC with a presentation of what they’re proposing and additional discussions they’ve had with the manufacturer about the glass on the Sauna.
- ii. In response to PC’s question on orientation, the Fischer’s confirmed that the only door into the sauna would be facing northeast (toward the proposed hot tub).
- iii. The ARC agreed that the location of the sauna would be well screened from the neighboring property by the large shed that currently exists on the neighbor’s property in, generally, the same location.

- b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES.**

- B. **432 English Sparrow Dr** – Paint Colors.

- a. **DISCUSSION:**

- i. The homeowner/applicant (Ryan and Sarah Day) were in attendance and provided the ARC with a presentation of what they’re proposing.
- ii. The ARC debated the dark color selection; however, the felt that it was somewhat mitigated with the use of light color trim.
- iii. The ARC advised the Day’s that dark colors tend to fade quicker and require repainting more often than “traditional/lighter” colors.

- b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES.**

Architectural Review Committee Meeting Minutes

May 07, 2025

Page 3 of 7

V. NEW BUSINESS

A. 1146 Cherry Blossom Cir – Shed & Deck.

a. **DISCUSSION:**

- i. There are two aspects to this application: Reconstruction of a deck and a constructed (without prior approval) shed.
 - a. Regarding the reconstruction of the deck. The ARC takes no exceptions to the design as it appears to be in the same location as the previous deck.
 - b. Regarding the construction (without approval) shed. The ARC relied on RIGs §2.2 and finds that the shed in its current configuration is too close to the fence; is too tall with a single-pitch roof; included mismatched siding materials; included an oversized unfinished soffit. The ARC found that the shed was not aesthetically pleasing and that it must be removed, or brought into compliance with the RIGs.

b. **ACTION:**

- i. Motion (by: PG, 2nd by: JL) to **APPROVE THE DECK, AS SUBMITTED.**

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES.**

- iii. Motion (by: RC, 2nd by: KL) to **DENY THE SHED, REMOVAL OR MODIFICATION REQUIRED.**

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- iv. Motion **PASSES.**

B. 3024 White Oak St – Paint.

a. **DISCUSSION:**

- i. The ARC found that the incorrect color match (“Commodore”) by the painter is unacceptable and that the approved color (“Night Flight” S520-7) must be applied.

b. **ACTION:**

- i. Motion (by: PC, 2nd by: JL) to **DENY, ORIGINALLY APPROVED PAINT COLOR MUST BE USED.**

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES.**

C. 4930 Fenwood Dr – Lighting.

a. **DISCUSSION:**

- i. The ARC found that the quantity and type of light, and method of installation, are not in compliance with RIGs §2.44.
- ii. The ARC suggests the applicant consider installation of acceptable under soffit style lighting (e.g., Permanent Eave/Trim Lighting) that is compliant with RIGs §2.44.E.

b. **ACTION:**

- i. Motion (by: PC, 2nd by: KL) to **DENY, INSTALLED LIGHTING MUST BE REMOVED.**

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES.**

Architectural Review Committee Meeting Minutes

May 07, 2025

Page 4 of 7

D. 9205 Lark Sparrow Dr – Pergola.

a. **DISCUSSION:**

i. None.

b. **ACTION:**

i. Motion (by: PC, 2nd by: KL) to **APPROVE AS SUBMITTED**.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

ii. Motion **PASSES**.

E. 9309 Sandhill Way – Garage Door Paint.

a. **DISCUSSION:**

i. The ARC considered this application as a variance to RIGs §2.50 that notes that garage doors "...shall be painted to match the base or the trim, unless otherwise approved by the ARC."

ii. The ARC reviewed the requested color and found that the requested color, which would be in no other location on the house, would introduce a fourth color (not including the color of the brick) to the home. This has traditionally been denied.

b. **ACTION:**

i. Motion (by: RC, 2nd by: JL) to **DENY, GARAGE DOOR MUST MATCH THE BASE OR THE TRIM.**

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

ii. Motion **PASSES**.

F. 9434 Hackberry Ln – Paint.

a. **DISCUSSION:**

i. None.

b. **ACTION:**

i. Motion (by: PG, 2nd by: PC) to **APPROVE AS SUBMITTED**.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

ii. Motion **PASSES**.

G. 9815 Castle Ridge Cir – Expansion of Soffit Lighting.

a. **DISCUSSION:**

i. The ARC is concerned with the location of the planned expansion of the soffit lighting system and the impacts to the neighboring living spaces. When looking at the additional areas requested, on both sides of the home, it appears that the neighboring homes have second story windows at approximately the same level.

ii. The ARC felt that it was reasonable to anticipate that nuisance glare from this expanded system could adversely impact the neighbors.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

May 07, 2025

Page 5 of 7

H. 9835 Silver Maple Road – Year-Round Holiday Decoration/Lawn Ornament.

a. DISCUSSION:

- i. The ARC relied on RIGs §2.44.F: Temporary Holiday Lighting and Decorations and felt that the year-round display of the skeleton, regardless of the dress decoration that was applied to it, was not in the spirit of the RIGs.
- ii. The ARC also relied on RIGs §2.48: Ornaments/Lawn Décor and found that the size of the skeleton exceeds the 12-inch maximum height and its color and design does not integrate into the landscape.
- iii. The ARC requires that the skeleton be removed.

b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES**.

I. 9925 Spring Hill St – Paint.

a. DISCUSSION:

- i. The ARC debated the use of “Winter Way” for the Base Color and found that it was grey and did not provide enough contrast between it and the Accent Color (“Limousine Leather”).
- ii. The ARC concurs with staff’s suggestion that the Base Color be “Midnight Blue” (Behr N480-7), with “Limousine Leather” (Behr MQ5-05, as requested) as the Accent Color and “Ultra Pure White” (Behr PR-W15, as requested) for the Trim and Garage Door Color.
- iii. **APPROVAL CONDITION: Use of “Midnight Blue” (Behr N480-7) as the Base Color.**

b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES**.

J. 9935 Blackbird Cir – Playset.

a. DISCUSSION:

- i. The ARC discussed the size of the playset; however, they opined that the only portion of the playset that exceeded RIGs §2.56 regarding the maximum height restriction (7’ allowed, 11’± proposed) was the roof for the central “Clubhouse.” Most of the play structure was less than 7’ tall to the top of the railing/fall protection.

b. ACTION:

- i. Motion (by: KC, 2nd by: RC) to **APPROVE AS SUBMITTED**.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

May 07, 2025

Page 6 of 7

K. ***EMERGENCY REVIEW* 10908 Oakshire Ave** – Under Construction Backyard Excavation Project.

a. **DISCUSSION:**

- i. The ARC appreciates your desire to modify the slope of your backyard to make it more usable and appreciates your immediate removal of the earthen spoils that were in the street right-of-way.
- ii. The ARC is concerned about the height of the, at a minimum, lower retaining wall. We have confirmed that retaining walls greater than four (4) feet in height (measured from the bottom of the footing to the top of wall) require engineered plans that must be reviewed, approved, and permitted by Douglas County Building Department. Although the ARC does not have the technical expertise to review construction drawings (the HRCA relies on the professionals at Douglas County for this), the ARC suggests the following two alternatives:
 - a. Have your contractor consider reducing the height of the lower retaining wall to a maximum of three (3) feet, measured from the bottom of the footing to the top of wall, adjust the slope between the tiered walls to no more than three horizontal to one vertical (3:1), increase the height of the second tier wall to a maximum of three (3) feet, measured from the bottom of the footing to the top of the wall, and continue this philosophy on until you meet existing grade. This option may make the necessity of obtaining engineered construction drawings and applying to the Douglas County Building Department for permitting moot.
 - b. Or, leave the design as currently installed and have your contractor reach out to the Douglas County Building Department to discuss the review/permitting time and costs. The point-of-contact at Douglas County Building is:
Rick Miller, Building Inspector Supervisor
Douglas County Department of Public Works Engineering: Building Division
100 Third St., Castle Rock, CO 80104
303-660-7497 ext 2242 | rsmiller@douglas.co.us
- iii. The ARC is concerned that positive drainage is maintained away from your home after construction, and that the new “flat area” doesn’t become a low point that could collect runoff. Your contractor will need to ensure that positive drainage is maintained away from your home, across your side yards (but not directed to either of your side yard neighbors), and ultimately into the public right-of-way of the street.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES**.

VI. STAFF COMMENTARY

- A. A draft version of the proposed modifications to RIGs §2.44.G regarding Café/Bistro Lighting on Front Porches was provided to the ARC for their review. The ARC will discuss adopting those changes at the next meeting.

VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **8:03 p.m.**

Architectural Review Committee Meeting Minutes

May 07, 2025

Page 7 of 7

VIII. APPROVAL OF THESE MEETING MINUTES

A. These minutes were reviewed by the Architectural Review Committee at the May 21, 2025 Meeting.

a. **DISCUSSION:**

i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

ii. Motion **PASSES.**

Architectural Review Committee MEETING MINUTES

Meeting Date: May 21, 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 **5:31 p.m.** by J. **Wessling** (JW)

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

Member Name	Present	Absent	Excused	Notes
Jeff Buttermore (JB)	✓			
Patricia Callies (PC)	✓			
Russell Clark (RC)	✓			
Patrick Gallagher (PG)	✓			
Dawn Keating (DK)			✓	
Kate Landauer (KL)	✓			
Joe Levin (JL)	✓			
Chris Robinson (CR)			✓	Congratulations on Appointment to ARC
Jeff Rohr (JR)			✓	

Also in attendance:

Jayma **Wessling** (JW), HRCA: Residential Improvement Coordinator
 Caleb **Cameron** (CC), HRCA: Residential Specialist
 Woody **Bryant** (WB), HRCA: Director of Community Improvement Services
 Raymond **Berendsen** (RB), Homeowner: 1152 Riddlewood Road
 Eric **Threlkeld** (ET), Homeowner: 9165 Mountain Brush Court

II. REVIEW OF MINUTES

A. The **May 21, 2025 Meeting Minutes** were reviewed.

a. **DISCUSSION:**

i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

ii. Motion **PASSES.**

Architectural Review Committee Meeting Minutes

May 21, 2025

Page 2 of 7

III. REVIEW OF TRIBUNAL HEARINGS

- A. Three tribunals were held on May 15, 2025. Rulings are expected on or before May 30, 2025.
 - a. ARC Conditional Approval re: Permitter Lighting Installed without Approval.
 - b. ARC Denial re: Permitter Lighting Installed without Approval.
 - c. ARC Denial re: Chicken Coop Placement (side yard).

IV. RESIDENTIAL APPOINTMENTS

- A. **1152 Riddlewood Lane** – Modifications to Existing Deck, Installation of Swim Spa.
 - a. **DISCUSSION:**
 - i. Homeowner (RB) provided a comprehensive overview of the proposed work.
 - b. **ACTION:**
 - i. Motion (by: JB, 2nd by: JL) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.
- B. **9165 Mountain Brush Ct** – Conversion of Rear Deck to Enclosed Room, Expansion at Garage.
 - a. **DISCUSSION:**
 - i. Homeowner (ET) was present to address questions.
 - ii. Staff noted that an Improvement Survey Plat was not included, and the submitted drawings show the improvements positioned directly at the required side and rear setbacks.
 - iii. Homeowner (ET) noted that his contractor has submitted for Building Permit review; however, he wasn't sure if the Building Permit had been issued. Staff checked the Douglas County website and confirmed that the Building Permit was still "In Review."
 - iv. **APPROVAL CONDITION.** Homeowner to confirm with Douglas County during permit review that the project does not encroach into rear or side yard setbacks.
 - b. **ACTION:**
 - i. Motion (by: RC 2nd by: KL) to **APPROVE, WITH CONDITIONS**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

V. NEW BUSINESS

- A. **550 James St** – Fence.
 - a. **DISCUSSION:**
 - i. Staff described the "zero lot line" development standards.
 - ii. The ARC appreciated the "sample" photographs (provided by the applicant to show similar fences in the general vicinity) and understand that the intent is to construct a fence that is compliant with Figure 1 of the RIGs (6' tall, solid cedar fence), which is different than the "sample" photographs provided.
 - iii. The ARC was concerned with the sketch on the location of the proposed fence. Staff noted that the intent of the applicant was to install the fence behind the existing front yard tree. Staff also noted that the fence would not be allowed to block access to the neighbor's gas meter (the side of the neighbor's home is on the lot line).
 - iv. The ARC questioned in the neighbor had provided permission for the fence. Staff noted that neighbor permission is not required and that the fence will not connect to

Architectural Review Committee Meeting Minutes

May 21, 2025

Page 3 of 7

the neighbor’s home but terminate at a fence post at the property line, adjacent to the neighbor’s home.

- v. **APPROVAL CONDITION.** To ensure the expectations an understood, the ARC included three conditions to their approval, as follows: (1) The fence must be located behind the front yard tree, (2) The fence may not block access to the neighbor’s gas meter, and (3) The finished side of the fence must be facing the front yard and must be stained Highlands Ranch Fence Brown.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

B. **857 Fairchild** – Addition.

a. **DISCUSSION:**

- i. Staff noted that this home is in Planning Area 23, which requires a 5’ side yard setback. The existing home is 29.9’ from the side property line. With a 24’ wide proposed addition, the home will remain compliant with the side yard setback requirement (29.9’ – 24’ = 5.9’ > 5.0’, compliant).
- ii. RC noted that the construction plans include the installation of four (4) skylights; however, §2.72 only allows “...three (3) units per single roof slope.” RC confirmed that the size of the skylights was compliant, and he didn’t take and exceptions to the home having four. Staff noted the ARC was authorized (per Section 10.21 of the Community Declaration) to “authorize variances from compliance....” The ARC agreed that a variance to allow the four (4) skylights is acceptable because it would not adversely impact the aesthetics of the home.
- iii. The ARC appreciated that the materials palette will match the existing home.
- iv. The ARC appreciated the professionally prepared Architectural Drawings.

b. **ACTION:**

- i. Motion (by: JL, 2nd by: PG) to **APPROVE, WITH VARIANCE TO ALLOW 4th SKYLIGHT.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

C. **2640 Hunters Place** – 3-Season Room.

a. **DISCUSSION:**

- i. Staff noted that this home is in Planning Area 07, which requires a 20’ rear yard setback. The existing home is 57.2’ from the rear property line. With a 12’ deep proposed addition, the home will remain compliant with the rear yard setback requirement (57.2’ – 12’ = 45.2’ > 20.0’, compliant).
- ii. The ARC appreciated that the materials palette will match the existing home.
- iii. The ARC appreciated the professionally prepared Architectural Drawings.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

Architectural Review Committee Meeting Minutes

May 21, 2025

Page 4 of 7

D. 2976 Clairton Dr – Paint.

a. DISCUSSION:

- i. The ARC expressed concern that the homeowner’s preferred paint color appeared excessively dark.
- ii. Staff was directed to advise the homeowner that darker hues tend to absorb and retain more heat, which can accelerate fading and may result in a noticeably shorter repainting cycle. Additionally, excessive heat retention—particularly on south- and west-facing elevations—can negatively impact energy efficiency and reduce the comfort of adjacent outdoor living areas during warmer months.

b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

E. 8875 Briarview Ln – Fence.

a. DISCUSSION:

- i. The ARC reviewed this application in two parts: (1) Side Yard, defining backyard, two-rail open fence removal and replacement with 6’ solid privacy fence, (2) Installation of new, freestanding 6’ solid privacy fence in the Side/Front yard.
 - a. Side Yard, defining backyard. The ARC takes no exception to the removal of the existing two-rail side yard fence and its replacement with a 6’ solid privacy fence (RIGs, Figure 1). The new fence may extend from the existing two-rail rear yard fence to the existing two-rail fence that separates the rear yard from the side yard, provided it includes a transition section (RIGs, Figure 2) before connecting to the rear yard fence.
 - b. Side Yard/Front Yard Fence. The ARC takes partial exception to the proposed design. Specifically, the ARC denies the request for a 6’ solid privacy fence that extends beyond the front plane of the home’s lower living area and terminates abruptly in the front yard.

However, the ARC would support continuation of the approved 6’ solid fence (referenced in ¶E.a.i.a) up to the front plane of the lower living area. From that point to the terminus approximately 10’ from the back of sidewalk, the ARC would support a two-rail open fence (RIGs, Figure 3), consistent with other open fencing on the property. A transition element (RIGs, Figure 2) from the 6’ solid fence to the 3’-6” open fence will be required.

- c. The ARC directed Staff to work directly with the homeowner regarding the proposed side yard fence extension into the front yard. If the homeowner agrees to the ARC’s suggested design modifications, Staff is authorized to revise the current 'Partial Denial' to an 'Approval with Conditions,' with the conditions reflecting the agreed-upon adjustments.

b. ACTION:

- i. Motion (by: RC, 2nd by: KL) to **PARTIAL DENIAL, COORDINATE WITH STAFF**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

May 21, 2025

Page 5 of 7

F. **9204 Wilshire** – Camera with Solar Panel.

a. **DISCUSSION:**

- i. Staff noted that this application was brought forward specifically to address the inclusion of a solar panel. The goal is to gauge the ARC’s position on these devices to allow for administrative approval of similar future submittals. The panels are generally small, ranging from 4.5” x 7” to 7” x 8”.
- ii. The ARC expressed support for the use of solar panels for these devices, noting their alignment with renewable energy initiatives.
- iii. The ARC directed Staff to include language requiring that the power cable between the solar panel and the camera be neatly secured and not left to dangle.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

G. **1007 Broome Way** – Fence.

a. **DISCUSSION:**

- i. Staff noted that this review concerns a fence installed without prior approval, with its existence first brought to the Association’s attention through a neighbor complaint. The 6’ solid privacy fence was constructed using steel posts and wood slats, consistent with RIGs, Figure 1. However, unlike standard practice (though not a stated requirement), the finished side of the fence was oriented inward toward the homeowner’s lot. Staff clarified that, per RIGs §2.30.F.1, the requirement for finished sides to face outward applies only when a fence fronts or abuts a public or private street, another front yard, a common walkway, greenbelt, park, school, or non-urban area. Staff further noted that no transition sections (RIGs, §2.30.B.3.c and Fig 2) were installed where the new fence connects to existing fences of different heights—specifically, the 3’-6” split-rail cedar fence along the rear property line adjacent to open space and trail.
- ii. The ARC determined that requiring the new side yard fence to transition to the lower-height wing fence on the neighboring lot would not be aesthetically appropriate, as it would create a visually disruptive “wave” along the top rail. However, the ARC agreed that a transition element (RIGs, §2.30.B.3.c and Fig 2) must be installed where the new side-yard fence meets the rear split-rail fence.
- iii. The ARC also required that the return fence and gate be stained Highlands Ranch Fence Brown, in accordance with RIGs §2.30.D.3.
- iv. **APPROVAL CONDITION.** Include a transition section (RIGs, §2.30.B.3.c and Fig 2) from the new 6’ solid fence to the existing split rail cedar fence along the rear property line. Stain the new return fence and gate Highlands Ranch Fence Brown (RIGs, §2.30.D.3).

b. **ACTION:**

- i. Motion (by: RC, 2nd by: PG) to **APPROVE WITH CONDITIONS**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

Architectural Review Committee Meeting Minutes

May 21, 2025

Page 6 of 7

H. 10231 Mountain Maple Ave – Upper & Lower Level Decks.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

I. 9289 Road Runner St – Paint.

a. **DISCUSSION:**

- i. Staff noted that the ARC has historically denied the use of the requested base color, Sherwin Williams “Favorite Jeans,” due to concerns about its appearance on large exterior surfaces. Previous ARC leadership emphasized that certain colors may appear significantly different when applied to full home façades under natural light compared to how they appear on small paint chips viewed indoors.
- ii. The ARC acknowledged that various shades of blue are commonly used on homes throughout Highlands Ranch. In this instance, the difference between the homeowner’s requested color and the Staff-recommended alternative was not deemed significant enough to warrant a formal denial.
- iii. The ARC directed Staff to observe the appearance of the approved color once applied to the home and to provide photographs for future reference. While the ARC recognizes that color preferences are inherently subjective, they reserve the right to re-evaluate the appropriateness of this shade in future applications based on how it ultimately presents in the field.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

VI. STAFF COMMENTARY

- A. Staff presented the proposed modifications to RIGs §2.44.G regarding Café/Bistro Style Lighting, which included comments received to date from members of the ARC.
- B. Staff asked that the ARC provide final comments in writing within the next week so a final draft can be prepared for approval at the next ARC meeting.

VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **7:13 p.m.**

Architectural Review Committee Meeting Minutes

May 21, 2025

Page 7 of 7

VIII. APPROVAL OF THESE MEETING MINUTES

A. These minutes were reviewed by the Architectural Review Committee at the June 04, 2025 Meeting.

a. **DISCUSSION:**

i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	2

Notes: CR and JR abstained (CR was not a voting member at the 05/21/2025 meeting and JR was not in attendance).

ii. Motion **PASSES.**

Development Review Committee MEETING MINUTES

Meeting Date: May 14, 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 6:00 p.m. by W. **Bryant**

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

Member Name	Present	Absent	Excused
Greg Banks	✓		
Michael Burmeister	✓		
Zell Cantrell	✓		
Kyle Matthews			✓
Erik Okland		✓	
Dawn Vaughn	✓		
Vacant			

- Also in attendance:

Woody **Bryant**, HRCA: Director of Community Improvement Services
 John **Mezger**, HRCA: Commercial Compliance Technician
 Mallory **Mooney**, Norris Design (Applicant Representative)
 Adam **Wallace**, PageWest (Applicant)

II. PREVIOUS BUSINESS

A. Review of April 09, 2025 DRC Meeting Minutes.

a. DISCUSSION:

- i. None.

b. ACTION:

- i. A motion was made to **APPROVE, AS PRESENTED**, the April 09, 2025 Meeting Minutes by M. **Burmeister**, seconded by D. **Vaughn**.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	1

Notes: Z Cantrell abstained since he was not present at the April 09, 2025 meeting.

- ii. Motion **PASSES**.

Development Review Committee Meeting Minutes

May 14, 2025

Page 2 of 3

III. NEW BUSINESS

A. Highlands Ranch Apartments: PD Amendment, Plaza Dr, West of Children’s Hospital.

This application is for a Planned Development (PD) Amendment to the Highlands Ranch Planned Development Guide (HRPDG) to add 400 residential dwelling units to Planning Area 85, increasing the Total Dwelling Units of the PD from 36,068 to 36,468.

The property is composed of two separate parcels of land currently owned by the Englewood McLellan Reservoir Foundation. The first parcel (#229-042-08-001) is approximately 4.6-acres in size; the second parcel (#229-042-09-002) is approximately 10.2-acres in size. The land is in Planning Area 85.

- a. Staff presentation by W. **Bryant** and J. **Mezger**.
 - i. Reference Staff Memo to DRC dated May 15, 2025.
 - ii. W. **Bryant** explained that while multi-family residential is a Use Permitted by Right, per HRPDG §X-B(B)(19), in Planning Area (PA) 85, no dwelling units are currently assigned to PA 85.
 - iii. W. **Bryant** noted that the applicant, through their consultant (Norris Design), based on a suggestion from the Douglas County Board of County Commissioners, requested a letter from the HRCA Board of Directors (BOD) noting that the HRCA is in “general support of this development moving forward with the Planned Development (PD) Amendment and Site Improvement Plan (SIP) processes.” Staff completed a review, asked several questions that were addressed by the Applicant, and presented a Staff Memorandum (dated March 11, 2025) to the HRCA BOD requesting their feedback. The HRCA BOD provided a “No Exceptions Taken” response on March 25, 2025 that was forwarded to the Applicant.
- b. Applicant presentation by M. **Mooney** and A. **Wallace**.
- c. **DISCUSSION:**
 - i. No concerns with the PD Amendment.
 - ii. DRC provided general comments on the Conceptual Layout Plan (not part of this review) for the Applicant’s consideration as they move forward with design.
- d. **ACTION:**
 - i. A motion was made by M. **Burmeister** to **Approve as Presented**. Seconded by Z. **Cantrell**.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

IV. NON-AGENDA RESIDENT COMMENTS

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

Development Review Committee Meeting Minutes

May 14, 2025

Page 3 of 3

V. STAFF COMMENTARY

A. No "Staff Commentary" was provided.

VI. ADJOURNMENT

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

VOTE TALLY		
Concur	Dissent	Abstain
3	0	0

Notes: Z. **Cantrell** left prior to adjournment.

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

VII. APPROVAL OF THESE MEETING MINUTES

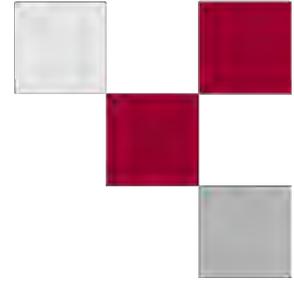
A. These minutes were reviewed during the _____ DRC Meeting.

a. A motion was made by _____, seconded by _____ to _____.

VOTE TALLY		
Concur	Dissent	Abstain
??	??	??

Notes: None.

b. Motion **PASSES**.



APPENDIX C
ARC RENEWAL APPLICATIONS

CURRENT ARC Member Information

Name	Date 1st (or Reappointment)	Last Renewal
Jeff Buttermore	Apr, 2024	May, 2025
Patricia "Patty" Callies	Feb, 2024	May, 2025
Russell Clark	Feb, 2025	
Patrick Gallagher	May, 2025	
Dawn Keating	May, 2024	May, 2025
Kate Landauer	Apr, 2024	May, 2025
Joe Levin	May, 2025	
Chris Robinson	May, 2025	
Jeff Rohr	Mar, 2022	May, 2025



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Jeff

Last Name: Buttermore

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 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?

Arch

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

previous Arch role, previous role on condo HOA, background in engineering

9. Please attach a current resume.

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

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

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

Signature: [REDACTED] Date 6/2/25

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Patricia Last Name: Callies
 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?
Architectural Committee

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

I am currently a member of the Archtecturaal Committee. As a paralegal for 35+ years, my background provides extensive experience in construction defect and real estate litigation reviewing architectural plans and working with engineers, builders, and homeowners. I also provide extensive

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

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

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

Signature: [REDACTED] Date 5/29/2025

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Dawn Last Name: Keating
 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?
Architectural Committee / ARC

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?
 I have been a PCP & a Colorado County and State Delegate 2X. I am currently a HRCA #86 delegate. 

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

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

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

Signature: [REDACTED] Date: 5/30/2025

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Kate Last Name: Landauer

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?
Current Member of ARC

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

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 the best of my knowledge. (Please print and sign.)

Signature: [Redacted] Date: 5/30/25

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Jeff Last Name: Rohr
 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 _____

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 Committee

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

Arc Committee member for 3+ years. Prior handyman business owner and DIY enthusiast.

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.

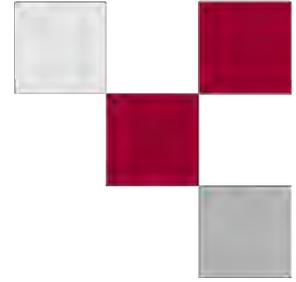
11. Please fill out the attached disclosure statement for the Conflict of Interest Policy.

I certify that the information provided is true and correct to the best of my knowledge. (Please print and sign.)

Signature: [REDACTED] Date 05/29/2025

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



APPENDIX D
DRC RENEWAL APPLICATIONS

CURRENT DRC Member Information		
Name	Date 1st (or Reappointment)	Last Renewal
Greg Banks		May, 2025
Michael Burmeister	Mar, 2022	May, 2025
Zell Cantrell <i>not returning</i>		
Kyle Matthews	May, 2023	May, 2025
Erik Okland	Dec, 2023	May, 2025
Dawn Vaughn	Jun, 2024	May, 2025



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Greg

Last Name: Banks

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 Development Review Committee

3. Will you have the time required to fulfill the duties of this position?

Yes No

4. Are you able to attend the necessary meetings?

Yes No

5. Have you volunteered for a HRCA Committee Before?

Yes No

6. Do you currently hold a committee position?

Yes No

7. If yes, which committee and when?

DRC

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

20 year resident of Highlands Ranch
Practicing Landscape Architect

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 the best of my knowledge. (Please print and sign.)

Signature: [REDACTED] Date 5/29/2025

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Michael Last Name: Burmeister
 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 _____

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?

Development Review Committee, current

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

30-year military officer retiree; retired government attorney (admitted USSC); 3-year NGO president; 2-years DRC member; 4-years DCSD substitute teacher. Demonstrated analytical and communications ability; understand organizational role; dedication to duty; ability to work with others.

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] best of my knowledge. (Please print and sign.)

Signature: [REDACTED] Date 31 May 2025

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Kyle

Last Name: Matthews

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?

DRC

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

I am an architect and have served on the DRC for 2 years

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] best of my knowledge. (Please print and sign.)

Signature: [REDACTED] Date 5/29/25

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: ERIC Last Name: DELAND

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

Address: [Redacted]

City: HR, 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?
DRC

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

9. Please attach a current resume.

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

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

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

Signature: [Redacted] Date 5/30/25

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Dawn

Last Name: Vaughn

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: Developmental Review Committee

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

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

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

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

7. If yes, which committee and when?

Developmental Review Committee

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

I have been on this committee twice in the past 15 years. I understand what the residents of Highlands Ranch desire for this community.

9. Please attach a current resume.

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

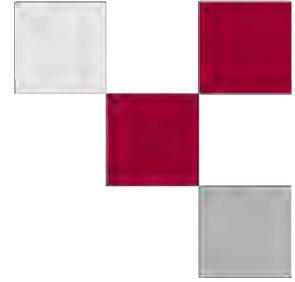
11. Please fill out the attached disclosure statement for the Conflict of Interest Policy.

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

Signature: [REDACTED] Date: 05-30-2025

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



Finance Committee Renewal Applications

Name	Last Renewal
Erick Vaska	Sept., 2024
Jennifer Harris	May, 2025
Leighton Stephenson	May, 2025
Michael Flower	May, 2025
Ron Welk	May, 2025
Shane Callahan	May, 2025



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: _____ Last Name: _____

Home Phone #: _____ Email Address: _____

Address: _____

City: _____, CO Zip Code: _____

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?

9. Please attach a current resume.

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

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

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

Signature: Erik Vaska Date _____

For office use only:

Received by: _____	Date: _____
Application	Resume
Letter of Interest	COI Disclosure



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Jennifer

Last Name: Harris

Home Phone #: 720988.8420

Email Address: jenniferharris@hotmail.com

Address: 518 English Sparrow Tr

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?
Finance & Delegate

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?
Senior Accountant with Pinnacol, 30+ years of accounting experience including financials and budgeting

9. Please attach a current resume.

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

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

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

Signature: Jennifer Harris Date 6.6.25

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Leighton

Last Name: Stephenson

Home Phone #: 4082025827

Email Address: stephensonleighton6@gmail.com

Address: 493 Meadowleaf Lane

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 Finance

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?
Finance since mid-2022

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

9. Please attach a current resume.

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

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

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

Signature: *Leighton J. Stephenson* Date 6/3/2025

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Michael Last Name: Flower
 Home Phone #: (303) 956-9777 Email Address: mikeaf2000@comcast.net
 Address: 10066 Wyecliff Drive
 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?
Finance Committee March 2023-present

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?
Retired CPA and CFO. Currently serve as a Delegate. Also previously served on the Finance Committee . Currently Board Treasure for the Friends of the Higgkands Ranch Senior Center.

9. Please attach a current resume.
10. Please attach a letter of interest or statement of qualifications and experience indicating (a) why you are interested in serving on this committee (b) state how your background, experience, qualifications, and education are best suited to serving on the committee, and (c) why you should be considered for appointment.
11. Please fill out the attached disclosure statement for the Conflict of Interest Policy.

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

Signature: *Michael O. Flower* Date 06/02/25

For office use only:

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: _____ Last Name: _____

Home Phone #: _____ Email Address: _____

Address: _____

City: _____, CO Zip Code: _____

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?

9. Please attach a current resume.

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

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

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

Signature: Ronald Welke Date _____

For office use only:

Received by: _____	Date: _____
Application	Resume
Letter of Interest	COI Disclosure



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Shane

Last Name: Callahan

Home Phone #: 303-881-4361

Email Address: shanecal@yahoo.com

Address: 10700 Stonington St

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?
Finance Committee

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

I have been a member of the finance committee since January of 2023

9. Please attach a current resume.

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

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

I certify that this _____ to the best of my knowledge. (Please print and sign.)
Signature: Shane Callahan Date 06/11/2025

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