

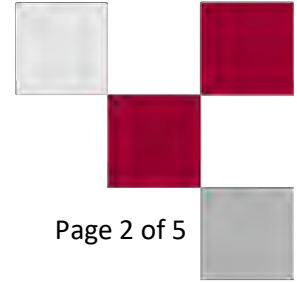
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Goals Achieved	
Category	Description
IT	Completed our submission for free external vulnerability scans on our new firewalls (one at each facility) through CISA.gov. Part of our continued cybersecurity efforts.

Goals in Progress	
Category	Description
IT	<p>*UPDATE* RFP for new Managed Services Provider (MSP) sent to four companies:</p> <ul style="list-style-type: none">Colorado Computer Support ;GoWest; ITS; NexusTek. <p>Colorado Computer Support submitted RFP questions. An "Answer" was sent to all service bidders.</p> <p><u>Bids are due</u> (to Brice) by Friday, June 13, 2025.</p>
IT	<p>*UPDATE* RFP for new Managed Security Services Provider (MSSP) sent to three companies:</p> <ul style="list-style-type: none">SilverSky; ArticWolf; Silicon Plains <p>No RFP questions received.</p> <p><u>Bids are due</u> (to Brice) by Friday, June 13, 2025.</p>
IT	Began configuration of the Northridge switch for network segmentation to continue pursuing PCI DSS compliance.
IT	<p><u>PRIORITY MEDIUM:</u> (No change from last month). Continued review and coordination with Legal Counsel regarding "Policy Statement: Artificial Intelligence (AI) Acceptable Use" language.</p>
OTHER Backcountry SIP Revision	<p><u>PRIORITY HIGH: *UPDATE* Backcountry (Base Camp) Site Improvement Plan Revision.</u></p> <ul style="list-style-type: none">All documents are completed and provided to MG and BOD for signature.WB will submit, once signed, documents to Douglas County for final County Signature Routing and Recording. <p>Project Design and Review is complete.</p>
OTHER Basecamp PD Amendment	<p><u>PRIORITY HIGH: Base Camp PD Amendment.</u></p> <ul style="list-style-type: none">WB to create the final redline document (based on previous discussions between MB and Weitkunat [Douglas County]).



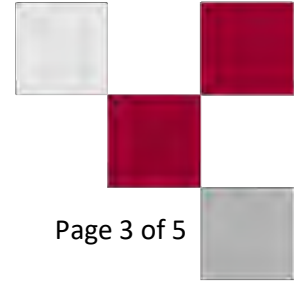
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	<ul style="list-style-type: none"> Missed previous goal of completing documents and County Application Form of 05/16/2025. Concentrating on Wildcat Regional Park Conceptual Design. <p>**GOAL** Complete documents and County Application Form for submittal in June, 2025.</p>
<p>OTHER</p> <p>Wildcat Regional Park</p>	<p>PRIORITY HIGH: Wildcat Regional Park.</p> <ul style="list-style-type: none"> WB has begun conceptual design of Grigs Road improvements, including roundabout (per Douglas County DPW - "show what you ultimately want, and we'll design/construct it"). WB has mapped topography of WCRP parking area and placed conceptual design of access drive and parking area. MG has provided WB with a .KMZ that has the GPS location of the conceptual 5k trail, bike only trail, and multi-use trail (west side of Grigs). WB is creating a 3D Google Earth video showing the conceptual improvements, for presentation to the Delegates and General Public in June. MG has prepared an initial timeline for both the CIP process, as well as design/review and construction. MG/WB/TH fine-tuning the timeline to accommodate future schedules of Delegate/BOD meetings. WB/MG continue to refine the Opinion of Probable Construction Costs.
<p>OTHER</p> <p>OSCA Mgmt Plan Update</p>	<p>PRIORITY HIGH: OSCA Management Plan Update.</p> <ul style="list-style-type: none"> Bryant to provide support to Kappes as needed. No support required this month.
<p>OTHER</p>	<p>PRIORITY LOW: Investigating (reopen investigation by Ops from 2020) EV Parking options at Rec Centers.</p>

General Update	
Category	Description
IT	*UPDATE* Tickets remain high as we iron out remaining IT infrastructure issues. Year-over-year (YoY) tickets for May are 57% higher.
IT	PRIORITY MEDIUM: (No change from last month). Reached a working alpha for the XPLO speed check-in app. The project will progress as time permits.
CIS: Legal	<p>For May 2025: 140 Residential Notices of Violation and 2 Commercial Notice of Violation were issued in May (up from 60R and up from 1C in April). Various violations, with landscaping trending upwards (See Appendix A).</p> <ul style="list-style-type: none"> 14 Residential Violations were "cured and closed." 126 Residential Violations and 2 Commercial Violations are "In Progress." 0 Residential and 0 Commercial Notice of Violation are "In Fines." <p>13 properties were "sent to legal" in May for compliance (up from 3 in April).</p>



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	<p>The Trend for Notice of Violation is UPWARDS as we enter summer (violations are expected to be primarily landscaping and/or failure to paint per 2023 paint survey).</p>
<p>CIS: Legal</p>	<p>10 Tribunals held YTD (through 05/31).</p> <p>3 Tribunals are scheduled for June (ARC denial for location of oversized yard statue; ARC denial of additional perimeter lighting; ARC denial of paint color).</p> <p>May 2025 Tribunal Rulings:</p> <ul style="list-style-type: none"> • <u>Appeal Granted</u> regarding ARC Denial of chicken coop location. • <u>Appeal Denied</u> (ARC Denial Affirmed) regarding lighting variance request. • <u>Appeal Partially Granted & Partially Denied</u> regarding ARC Approval with Conditions of Jellyfish permanent lighting installed without approval. • <u>Memorandum of Understanding</u> issued regarding Annual Paint Survey letter format. <p>The Trend for Tribunals is UPWARDS.</p>
<p>CIS: Residential</p>	<p>Residential Improvement Requests: 2,251 YTD (through 05/31)</p> <p>For May 2025: 597 Submittals Received 588 Admin, 9 ARC (See Appendix B).</p> <ul style="list-style-type: none"> • Largest Groups: Paint (323); Windows (29); Landscaping (25) <p>The Trend for review continues UPWARDS as we head into summer. Expect requests to increase to 750± per month, of which 15–20 will go to ARC.</p>
<p>CIS: ARC</p>	<p>Architectural Review Committee Member <u>Renewal</u> applications received from Jeff Buttermore, Patty Callies, Dawn Keating, Kate Landauer, and Jeff Rohr (see Appendix C).</p> <ul style="list-style-type: none"> • Russell Clark, Patrick Gallagher, Joe Levin, and Chris Robinson all joined the ARC in 2025. <p>Bryant <u>recommends reappointment</u> of renewal members.</p>
<p>CIS: Commercial</p>	<p>Commercial Improvement Requests: YTD: 26 (15 Sign; 5 Dev; 6 Seasonal)</p> <p>For May 2025: 9 Submittals Received (3 Sign; 1 Dev; 5 Seasonal) 9 Admin.</p> <p>The Trend is FLAT.</p>
<p>CIS: DRC</p>	<p>Development Review Committee Member <u>Renewal</u> applications received from Greg Banks, Michael Burmeister, Kyle Matthews, Erik Okland, and Dawn Vaughn (see Appendix D).</p> <ul style="list-style-type: none"> • Zell Cantrell is expected to submit a renewal application; however, Bryant has not received it prior to these Board FYIs being published. <p>Bryant <u>recommends reappointment</u> of renewal members.</p>
<p>CIS: Residential and Actg</p>	<p>Residential Status Letters (HomeWise):</p> <p>For May 2025: 200 requested. 193 processed 7 cancelled (797 YTD, 35 cancelled).</p> <p>Based on the previous year's trend, it is expected that HomeWise requests will be FLAT throughout the summer.</p>



APPENDIX A: NOTICE OF VIOLATION SUMMARY

May, 2025

	Subject	CIS Section	Property Information	Status	Date Created	Cure Date	2nd Letter Sent Date	3rd Letter Sent Date
1	Notice of Violation - fence stain	1	1373 Shadow Mountain Drive	Closed	5/12/2025	6/11/2025	11/22/2024	5/12/2025
2	Notice of Violation - fence stain	1	1503 Briar Circle	Closed	5/12/2025	6/11/2025	11/25/2024	5/12/2025
3	Notice of Violation - fence stain	1	8966 Green Meadows Court	Closed	5/7/2025	6/6/2025	11/25/2024	5/7/2025
4	Notice of Violation - landscaping	1	705 Northridge Road	Closed	5/19/2025	6/18/2025	10/24/2024	5/19/2025
5	Notice of Violation - fence stain	3	9005 Laurel Court	Closed	5/7/2025	6/6/2025	11/26/2024	5/7/2025
6	Notice of Violation - fence stain	3	9050 Woodland Drive	Closed	5/7/2025	6/6/2025	11/19/2024	5/7/2025
7	Notice of Violation - failure to comply/lighting	7	6434 Dutch Creek Street	Closed	5/8/2025	6/7/2025		5/8/2025
8	Notice of Violation - trash cans	10	10264 Charissglen Circle	Closed	5/8/2025	6/7/2025	4/29/2025	5/8/2025
9	Notice of Violation - fence stain	11	9417 Sherrelwood Lane	Closed	5/29/2025	6/28/2025	3/20/2025	5/29/2025
10	Notice of Violation - fence stain	11	9435 Autumn Ash Place	Closed	5/15/2025	6/14/2025	3/13/2025	5/15/2025
11	Notice of Violation - trash cans	14	9915 Boardwalk Drive	Closed	5/6/2025	6/5/2025	4/22/2025	5/6/2025
12	Notice of Violation - trash can/recycling	15	9516 Castle Ridge Circle	Closed	5/15/2025	6/14/2025	5/7/2025	5/15/2025
13	Notice of Violation - landscaping	16	3075 Greensborough Drive	Closed	5/16/2025	6/15/2025	9/30/2024	5/16/2025
14	Notice of Violation - backyard lighting	18	2725 Pemberly Avenue	Closed	5/22/2025	6/21/2025		5/22/2025
1	Notice of Violation - fence stain	1	1512 Blackstone Court	In Progress	5/29/2025	6/28/2025	11/18/2024	5/29/2025
2	Notice of Violation - fence stain	1	1553 Arrowhead Road	In Progress	5/12/2025	6/11/2025	10/30/2024	5/12/2025
3	Notice of Violation - fence stain	1	20 Jack Rabbit Place	In Progress	5/7/2025	6/6/2025	11/1/2024	5/7/2025
4	Notice of Violation - fence stain	1	245 Old Stone Drive	In Progress	5/12/2025	6/11/2025	2/11/2025	5/12/2025
5	Notice of Violation - fence stain	1	402 Northridge Road	In Progress	5/12/2025	6/11/2025	2/5/2025	5/12/2025
6	Notice of Violation - fence stain	1	8411 Timberwood Street	In Progress	5/18/2025	6/17/2025	10/1/2024	5/18/2025
7	Notice of Violation - fence stain	1	852 Quail Place	In Progress	5/18/2025	6/17/2025	10/21/2024	5/18/2025
8	Notice of Violation - fence stain	1	8736 Meadowlark Circle	In Progress	5/15/2025	6/14/2025	3/3/2025	5/15/2025
9	Notice of Violation - fence stain	1	986 Cobblestone Drive	In Progress	5/18/2025	6/17/2025	10/21/2024	5/18/2025
10	Notice of Violation - fence top cap/stain	1	571 White Cloud Drive	In Progress	5/21/2025	6/20/2025	3/28/2025	5/21/2025
11	Notice of Violation - landscaping	1	711 White Cloud Drive	In Progress	5/18/2025	6/17/2025	9/4/2024	5/18/2025
12	Notice of Violation - landscaping	1	8406 Wildcat Street	In Progress	5/18/2025	6/17/2025	9/25/2024	5/18/2025
13	Notice of Violation - maintain and stain	1	1264 Shadow Mountain Drive	In Progress	5/7/2025	6/6/2025	10/31/2024	5/7/2025
14	Notice of Violation - maintain property/screens	1	8811 Eagles Nest Lane	In Progress	5/13/2025	6/12/2025	4/23/2025	5/13/2025
15	Notice of Violation - trailer	1	8461 Timberwood Street	In Progress	5/20/2025	6/19/2025		5/20/2025
16	Notice of Violation - failure to comply	2	9 Falcon Hills Drive	In Progress	5/12/2025	6/11/2025	4/18/2025	5/12/2025
17	Notice of Violation - trash cans	2	3985 Pinedale Court	In Progress	5/19/2025	6/18/2025	5/7/2025	5/19/2025
18	Notice of Violation - fence stain	3	1175 Cherry Blossom Court	In Progress	5/22/2025	6/21/2025	10/21/2024	5/22/2025
19	Notice of Violation - fence stain	3	141 Grouse Place	In Progress	5/7/2025	6/6/2025	11/21/2024	5/7/2025
20	Notice of Violation - fence stain	3	210 Quail Ridge Circle	In Progress	5/21/2025	6/20/2025	3/28/2025	5/21/2025
21	Notice of Violation - fence stain	3	220 Quail Ridge Circle	In Progress	5/15/2025	6/14/2025	3/3/2025	5/15/2025
22	Notice of Violation - fence stain	3	224 Saddlewood Circle	In Progress	5/18/2025	6/17/2025	10/21/2024	5/18/2025
23	Notice of Violation - fence stain	3	320 Quail Ridge Circle	In Progress	5/15/2025	6/14/2025	3/5/2025	5/15/2025
24	Notice of Violation - fence stain	3	9006 Laurel Court	In Progress	5/7/2025	6/6/2025	11/26/2024	5/7/2025
25	Notice of Violation - fence stain	3	9056 Woodland Drive	In Progress	5/7/2025	6/6/2025	11/19/2024	5/7/2025
26	Notice of Violation - holiday lights/clips	3	9198 Bitterweed Court	In Progress	5/30/2025	6/29/2025	3/14/2025	5/30/2025
27	Notice of Violation - landscaping	3	9273 Stargrass Circle	In Progress	5/18/2025	6/17/2025	9/16/2024	5/18/2025
28	Notice of Violation - landscaping/trim bushes	3	9363 Cobblecrest Drive	In Progress	5/13/2025	6/12/2025	4/21/2025	5/13/2025
29	Notice of Violation - maintain and stain	3	602 Ridgeglen Way	In Progress	5/7/2025	6/6/2025	10/30/2024	5/7/2025
30	Notice of Violation - submit backyard	3	9271 Camelback Street	In Progress	5/14/2025	6/13/2025	5/2/2025	5/14/2025
31	Notice of Violation - trash cans	3	1004 Lily Court	In Progress	5/21/2025	6/20/2025	5/12/2025	5/21/2025
32	Notice of Violation - landscaping front/back	4	2373 Lansdowne Place	In Progress	5/16/2025	6/15/2025	10/9/2024	5/16/2025
33	Notice of Violation - composite shed	5	9485 Princeton Circle	In Progress	5/13/2025	6/12/2025	4/28/2025	5/13/2025
34	Notice of Violation - paint whole house	5	6274 Laguna Circle	In Progress	5/13/2025	6/12/2025	2/1/2024	5/13/2025
35	Notice of Violation - unsightly material	5	9485 Princeton Circle	In Progress	5/15/2025	6/14/2025	4/28/2025	5/15/2025
36	Notice of Violation - maintain property	6	9273 Wiltshire Drive	In Progress	5/6/2025	6/5/2025	2/6/2024	5/6/2025
37	Notice of Violation - fence repairs	7	4892 Waldenwood Drive	In Progress	5/23/2025	6/22/2025	6/7/2024	5/23/2025
38	Notice of Violation - fence stain	7	6794 Dutch Creek Street	In Progress	5/13/2025	6/12/2025	10/30/2024	5/13/2025
39	Notice of Violation - landscaping	7	10296 Cherryhurst Lane	In Progress	5/21/2025	6/20/2025	7/16/2024	5/21/2025
40	Notice of Violation - landscaping	7	4892 Waldenwood Drive	In Progress	5/23/2025	6/22/2025	10/1/2024	5/23/2025
41	Notice of Violation - landscaping	7	4899 Waldenwood Drive	In Progress	5/23/2025	6/22/2025	9/25/2024	5/23/2025
42	Notice of Violation - maintain property	7	10207 Aldenbridge Court	In Progress	5/21/2025	6/20/2025	1/2/2025	5/21/2025
43	Notice of Violation - composite storage box	8	9730 Queenscliffe Drive	In Progress	5/8/2025	6/7/2025	4/14/2025	5/8/2025
44	Notice of Violation - fence stain	8	10035 Strathfield Lane	In Progress	5/21/2025	6/20/2025		5/21/2025
45	Notice of Violation - fence stain	8	9687 Newcastle Drive	In Progress	5/21/2025	6/20/2025		5/21/2025
46	Notice of Violation - landscaping	8	4883 Apollo Bay Drive	In Progress	5/20/2025	6/19/2025	10/1/2024	5/20/2025
47	Notice of Violation - landscaping	8	9790 Aftonwood Street	In Progress	5/21/2025	6/20/2025	10/21/2025	5/21/2025
48	Notice of Violation - landscaping	8	9891 Aftonwood Street	In Progress	5/21/2025	6/20/2025	8/5/2024	5/21/2025
49	Notice of Violation - landscaping	8	9901 Sydney Lane	In Progress	5/20/2025	6/19/2025	9/30/2024	5/20/2025
50	Notice of Violation - landscaping	8	9947 Melbourne Circle	In Progress	5/20/2025	6/19/2025	9/23/2024	5/20/2025
51	Notice of Violation - maintain and stain	8	10015 Strathfield Lane	In Progress	5/14/2025	6/13/2025	4/9/2025	5/14/2025
52	Notice of Violation - maintain property	8	9996 Strathfield Lane	In Progress	5/14/2025	6/13/2025		5/14/2025
53	Notice of Violation - oil stains	8	9631 Townsville Circle	In Progress	5/30/2025	6/29/2025	5/5/2025	5/30/2025
54	Notice of Violation - trailer	8	9768 Adelaide Circle	In Progress	5/30/2025	6/29/2025	5/13/2025	5/30/2025
55	Notice of Violation - trash cans	8	4915 Apollo Bay Drive	In Progress	5/14/2025	6/13/2025	4/23/2025	5/14/2025
56	Notice of Violation - landscaping	9	5420 Heatherton Lane	In Progress	5/15/2025	6/14/2025	8/28/2024	5/15/2025
57	Notice of Violation - 72 hour rule/Sprinter van	10	10021 Stratford Lane	In Progress	5/9/2025	6/8/2025	4/11/2025	5/9/2025
58	Notice of Violation - boat	10	9862 Clairton Place	In Progress	5/5/2025	6/4/2025		5/5/2025
59	Notice of Violation - dead tree	10	2931 Wyeciff Way	In Progress	5/30/2025	6/29/2025	8/26/2024	5/30/2025
60	Notice of Violation - fence stain	10	10254 Willowbridge Court	In Progress	5/28/2025	6/27/2025	10/21/2024	5/28/2025
61	Notice of Violation - fence stain	10	10258 Willowbridge Court	In Progress	5/28/2025	6/27/2025	10/21/2024	5/28/2025
62	Notice of Violation - fence stain	11	1235 Ascot Avenue	In Progress	5/18/2025	6/17/2025	11/26/2025	5/18/2025



	Subject	CIS Section	Property Information	Status	Date Created	Cure Date	2nd Letter Sent Date	3rd Letter Sent Date
63	Notice of Violation - fence stain	11	1236 Ascot Avenue	In Progress	5/15/2025	6/14/2025	10/31/2024	5/15/2025
64	Notice of Violation - fence stain	11	328 Brentford Circle	In Progress	5/18/2025	6/17/2025	10/23/2024	5/18/2025
65	Notice of Violation - fence stain	11	906 Brittany Way	In Progress	5/22/2025	6/21/2025	10/21/2024	5/22/2025
66	Notice of Violation - fence stain	11	9493 Sherrelwood Lane	In Progress	5/19/2025	6/18/2025	10/18/2024	5/19/2025
67	Notice of Violation - fence stain	11	9870 Eliza Court	In Progress	5/29/2025	6/28/2025	10/28/2024	5/29/2025
68	Notice of Violation - holiday wreaths	11	465 Bexley Street	In Progress	5/23/2025	6/22/2025	5/12/2025	5/23/2025
69	Notice of Violation - landscaping	11	1076 Brittany Way	In Progress	5/20/2025	6/19/2025	8/19/2024	5/20/2025
70	Notice of Violation - landscaping	11	1352 Beacon Hill Drive	In Progress	5/20/2025	6/19/2025	9/3/2024	5/20/2025
71	Notice of Violation - landscaping	11	9667 Bexley Drive	In Progress	5/30/2025	6/29/2025	9/9/2024	5/30/2025
72	Notice of Violation - maintain and stain	11	852 Thames Street	In Progress	5/18/2025	6/17/2025	4/5/2025	5/18/2025
73	Notice of Violation - maintain and stain	11	9667 Bexley Drive	In Progress	5/30/2025	6/29/2025	10/28/2024	5/30/2025
74	Notice of Violation - trash cans	11	818 Ridgmont Circle	In Progress	5/30/2025	6/29/2025	5/20/2025	5/30/2025
75	Notice of Violation - trash cans	11	923 Rutherford Way	In Progress	5/13/2025	6/12/2025	4/30/2025	5/13/2025
76	Notice of Violation - dead tree	12	301 English Sparrow Drive	In Progress	5/22/2025	6/21/2025	10/3/2024	5/22/2025
77	Notice of Violation - holiday lights/clips	12	1546 Brettonwood Way	In Progress	5/6/2025	6/5/2025	4/21/2025	5/6/2025
78	Notice of Violation - landscaping	12	10106 Savannah Sparrow Way	In Progress	5/23/2025	6/22/2025	8/22/2024	5/23/2025
79	Notice of Violation - landscaping	12	276 Sylvester Place	In Progress	5/19/2025	6/18/2025	9/24/2025	5/19/2025
80	Notice of Violation - landscaping	12	77 Sylvester Place	In Progress	5/19/2025	6/18/2025	8/19/2024	5/19/2025
81	Notice of Violation - landscaping	12	9872 Sylvester Road	In Progress	5/20/2025	6/19/2025	9/25/2024	5/20/2025
82	Notice of Violation - landscaping front/back	12	10274 Royal Eagle Street	In Progress	5/30/2025	6/29/2025	5/12/2025	5/30/2025
83	Notice of Violation - oil stains	12	301 Kingbird Circle	In Progress	5/19/2025	6/18/2025	5/1/2025	5/19/2025
84	Notice of Violation - unsightly material	12	1546 Brettonwood Way	In Progress	5/6/2025	6/5/2025	4/21/2025	5/6/2025
85	Notice of Violation - fence repairs	13	748 Sylvester Trail	In Progress	5/13/2025	6/12/2025	4/25/2025	5/13/2025
86	Notice of Violation - trash cans	13	507 Sylvester Trail	In Progress	5/22/2025	6/21/2025	5/9/2025	5/22/2025
87	Notice of Violation - unsightly	13	9697 Timbervale Court	In Progress	5/8/2025	6/7/2025	4/4/2025	5/8/2025
88	Notice of Violation - fence stain	14	1843 Spring Water Lane	In Progress	5/29/2025	6/28/2025	11/25/2024	5/29/2025
89	Notice of Violation - fence stain	14	1864 Mountain Maple Avenue	In Progress	5/29/2025	6/28/2025	11/20/2024	5/29/2025
90	Notice of Violation - fence stain	14	1867 Spring Water Lane	In Progress	5/29/2025	6/28/2025	11/25/2024	5/29/2025
91	Notice of Violation - fence stain	14	3385 White Oak Lane	In Progress	5/29/2025	6/28/2025	2/7/2025	5/29/2025
92	Notice of Violation - landscaping	14	10203 Woodrose Lane	In Progress	5/22/2025	6/21/2025	7/18/2024	5/22/2025
93	Notice of Violation - landscaping	14	10235 Woodrose Lane	In Progress	5/16/2025	6/15/2025	10/3/2025	5/16/2025
94	Notice of Violation - landscaping	14	10292 Mountain Maple Drive	In Progress	5/16/2025	6/15/2025	9/19/2024	5/16/2025
95	Notice of Violation - landscaping	14	3615 Rosewalk Circle	In Progress	5/22/2025	6/21/2025	7/19/2024	5/22/2025
96	Notice of Violation - trash cans	14	10405 Hollyhock Court	In Progress	5/22/2025	6/21/2025	5/13/2025	5/22/2025
97	Notice of Violation - trash cans	14	2325 Hyacinth Road	In Progress	5/21/2025	6/20/2025	5/6/2025	5/21/2025
98	Notice of Violation - dead tree	15	9472 Painted Canyon Circle	In Progress	5/30/2025	6/29/2025	8/12/2024	5/30/2025
99	Notice of Violation - fence stain	15	3267 Oak Leaf Place	In Progress	5/22/2025	6/21/2025	2/5/2025	5/22/2025
100	Notice of Violation - holiday lights/clips	15	9792 Foxhill Circle	In Progress	5/16/2025	6/15/2025	5/5/2025	5/16/2025
101	Notice of Violation - landscaping	15	2647 Foothills Canyon Court	In Progress	5/16/2025	6/15/2025	9/30/2025	5/16/2025
102	Notice of Violation - landscaping	15	2915 Deer Creek Place	In Progress	5/21/2025	6/20/2025	11/7/2024	5/21/2025
103	Notice of Violation - landscaping	15	3607 Bucknell Drive	In Progress	5/22/2025	6/21/2025	7/23/2024	5/22/2025
104	Notice of Violation - landscaping	15	3735 Bucknell Circle	In Progress	5/21/2025	6/20/2025	11/7/2024	5/21/2025
105	Notice of Violation - landscaping	15	9504 High Cliffe Street	In Progress	5/16/2025	6/15/2025	7/11/2024	5/16/2025
106	Notice of Violation - landscaping	15	9723 Autumnwood Place	In Progress	5/16/2025	6/15/2025	8/29/2024	5/16/2025
107	Notice of Violation - landscaping	15	9785 Rock Dove Lane	In Progress	5/23/2025	6/22/2025	8/14/2024	5/23/2025
108	Notice of Violation - landscaping	15	9790 Goldfinch Lane	In Progress	5/16/2025	6/15/2025	8/26/2024	5/16/2025
109	Notice of Violation - landscaping	15	9825 Goldfinch Lane	In Progress	5/13/2025	6/12/2025	9/4/2024	5/13/2025
110	Notice of Violation - trash cans	15	2132 Gold Dust Trail	In Progress	5/30/2025	6/29/2025	5/20/2025	5/30/2025
111	Notice of Violation - trash cans	15	9746 Bucknell Court	In Progress	5/6/2025	6/5/2025	4/23/2025	5/6/2025
112	Notice of Violation - holiday wreath	16	9425 Desert Willow Way	In Progress	5/15/2025	6/14/2025	4/14/2025	5/15/2025
113	Notice of Violation - landscaping	16	9259 Roadrunner Drive	In Progress	5/19/2025	6/18/2025	9/23/2024	5/19/2025
114	Notice of Violation - trash cans	16	2231 Indian Paintbrush Drive	In Progress	5/22/2025	6/21/2025	5/13/2025	5/22/2025
115	Notice of Violation - trash cans	16	2561 Cactus Bluff Place	In Progress	5/30/2025	6/29/2025	5/20/2025	5/30/2025
116	Notice of Violation - holiday lights	18	10699 Torrington Lane	In Progress	5/30/2025	6/29/2025	5/15/2025	5/30/2025
117	Notice of Violation - inoperable vehicle	18	10587 Cliffrose Way	In Progress	5/18/2025	6/17/2025	4/24/2025	5/18/2025
118	Notice of Violation - landscaping	18	10712 Evondale Street	In Progress	5/18/2025	6/17/2025	9/24/2024	5/18/2025
119	Notice of Violation - landscaping	18	10814 Mountshire Circle	In Progress	5/19/2025	6/18/2025	9/19/2024	5/19/2025
120	Notice of Violation - landscaping front/back	18	10701 Wynspire Road	In Progress	5/21/2025	6/20/2025	2/15/2025	5/21/2025
121	Notice of Violation - landscaping/dead tree	18	3135 Windridge Circle	In Progress	5/13/2025	6/12/2025	10/15/2024	5/13/2025
122	Notice of Violation - notified by the county	18	10530 Westcliff Way	In Progress	5/13/2025	6/12/2025	4/25/2025	5/13/2025
123	Notice of Violation - oil stains	18	3169 Woodbriar Drive	In Progress	5/23/2025	6/22/2025	5/2/2025	5/23/2025
124	Notice of Violation - oil stains	18	3273 Ashworth Avenue	In Progress	5/6/2025	6/5/2025	4/10/2025	5/6/2025
125	Notice of Violation - unsightly	18	10648 Braselton Street	In Progress	5/9/2025	6/8/2025	4/24/2025	5/9/2025
126	Commercial Notice of Violation	25	2690 E. County Line Road	In Progress	5/16/2025	6/15/2025	5/16/2025	5/16/2025
127	Commercial Notice of Violation	25	3650 Highlands Ranch Parkway	In Progress	5/29/2025	6/28/2025	5/29/2025	5/29/2025



HIGHLANDS RANCH

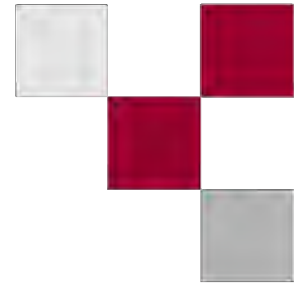
COMMUNITY ASSOCIATION

APPENDIX B: ARCHITECTURAL SUBMITTAL LOG

MAY, 2024

ITEM	TOTALS	Week 1		Week 2					Week 3					Week 4					Week 5						
		1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30		
Additions	4		1			1								1					M E M O R I A L D A Y H O L I D A Y - O F F I C E C L O S E D				1		
Address Numbers	1								1																
Antenna	1													1											
Artificial Turf	2				1																1				
Awning	6	1										1				2				1					
Balconies	1																					1			
Beehives	2				1				1																
Chicken Coops/Runs	2		1				1																		
ColoradoScape (Xeric)	14	1		3	1	1						1				2					2				
Commercial Vehicles	2			1								1													
Concrete	9			2	1			1	1	1				2				1							
Deck: Stain	3					1			1								1								
Decks	17	1		1	1			1	2		1	2		1	2	1		1			2	1			
Decks: Covered	1								1																
Door Replacement	10				1			1	2	2		1		1			1					1			
Driveway/Extension	4			1										1	1	1									
Fences / Gates	29	1	2	2	2		1	2	2					3	1	1	1	1			2	1	7		
Flagpole	1			1																					
fountains	1						1																		
Garage Doors	10								2	1				2	1			1			2		1		
Gardens	1															1									
Gazebo / Pergola	1													1											
Gutters / Downspouts	3													1				1							
Hot Tub	1			1																					
Landscape	25	2		3	1		1	1	3		1		1	2		1	3				5		1		
Lattice	1																1								
Lights & Lighting	7		1					1	1		1			1	1						1				
Paint	323	21	17	24	17	7	11	12	35	15	17	12		50	15	11	6	12			25	6	10		
Patio	9				1			1	1		1			2	1	2									
Patio Cover	6		2					1						1	1	1									
Paving	6	1				1								2				1			1				
Play Equipment	4										1			2						1					
Radon	8			1				3		2								2							
Railings	1	1																							
Retaining Walls	6	1	1		1											1	1					1			
Roof	21	1		2		2		1	2					2	2			2		3	2	2			
Rooftop Vents	1																			1					
Security Camers	1		1																						
Sidewalks/Walkways	2						1					1													
Siding Brick/Stone	5			1																1	2	1			
Solar	6	1		1										2								2			
Storage Sheds	8						1			2				1	1					1	2				
Trash Enclosure	1													1											
Windows	29	2		3			2		1	1	1	1		4	2		5			3	1	3			
Variance	1									1															
Totals	597	34	26	47	28	13	19	25	56	25	25	18	1	84	34	21	20	21		50	16	34	0		

MEMORIAL DAY - OFFICE CLOSED



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: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

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 Architectural 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: _____
☐ Application ☐ Resume ☐ Letter of Interest ☐ 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: _____

☐ Application

☐ Resume

☐ Letter of Interest

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

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

For office use only:

Received by: _____ Date: _____

☐ Application

☐ Resume

☐ Letter of Interest

☐ 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: _____

☐

Application

☐

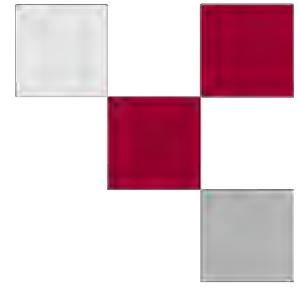
Resume

☐

Letter of Interest

☐

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	2016	May, 2024
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: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

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: _____

☐ Application

☐ Resume

☐ Letter of Interest

☐ 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 _____ best of my knowledge. (Please print and sign.)

Signature: _____ Date 5/29/25

For office use only:

Received by: _____ Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: ERIC Last Name: OKLAND

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?

DFC

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: _____

☐ Application

☐ Resume

☐ Letter of Interest

☐ 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: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure

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

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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

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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.**

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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**.

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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**.

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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.**

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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



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

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**.

9568 University Blvd, Highlands Ranch, CO 80126

Eastridge Rec Center: Admin Wing

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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

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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 are 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 any 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

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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.**

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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**.

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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.**

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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



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

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**.

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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.

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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**.