

# Meeting of the Delegates

7.22.2025

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>State Demography Office, Nancy Gedeon</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 June 17, 2025<br>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"><li>• Department Update   <i>Tyler Kurapkat, Aquatics</i></li><li>• Wildcat Regional Park   <i>Mark Giebel</i></li></ul> | 6:45 p.m. |
| XI.   | Continued Business   | 7 p.m.    |
| XII.  | New Business   | 7:05 p.m. |
| XIII. | Delegate Forum   <i>Three-minute time limit</i>  | 7:10 p.m. |
| XIV.  | Adjournment  | 7:15 p.m. |

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.  
The next regular Delegate and Board meeting will be held on Tuesday, August 19, 2025.

# Meeting of the Delegates Minutes

Minutes from June 17, 2025



## Agenda

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<b>Agenda item:</b>	Call to Order	<b>Presenter:</b>	Monica Wasden
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President Wasden called the meeting to order at 6:00 p.m.

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

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<b>Agenda item:</b>	Guest Speaker, Highlands Ranch Water	<b>Presenter:</b>	Sam Calkins
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Highlands Ranch Water General Manager, Sam Calkins, presented a PowerPoint. Within his PowerPoint:

- An update regarding the Highlands Ranch Water elections held in May 2025.
- Conservation efforts that are ongoing and statistics regarding water use within Highlands Ranch.
- Information on residential and non-residential rebates and incentives.
- An update on partnerships and community engagement.
- Information on Highlands Ranch Water's billing and payment software.
- Time was allotted for Q & A.

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<b>Agenda item:</b>	Roll Call/Establishment of Quorum	<b>Presenter:</b>	Theresa Hill
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### Conclusions:

A quorum was established; 22,419 of 31,934 lots were present.

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<b>Agenda item:</b>	Proof of Notice of Meeting	<b>Presenter:</b>	Dan Brown
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Dan Brown confirmed the Proof of Notice of Meeting.



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**Agenda item:** Approval of Minutes for the Meeting of the Delegates for the May 20, 2025, Meeting **Presenter:** Monica Wasden

**Conclusions:**

The May 2025 minutes were approved — motioned by Elizabeth Strock, District 16 and seconded by Chris Wicks, District 104. Motion carried.

Prior to the approval of minutes Pattie McGuinness, Delegate District representative for District 112, requested to amend the minutes:

- Amendment 1 - Motion made by Pattie McGuinness District 112, seconded by Chanan Braunstein, District 18, to amend the minutes to reflect commentary on the Agenda item: Guest Speaker, Douglas County Attorney and Commissioners. Lot count vote was taken, motion did not carry (5,299 in favor, 16,519 opposed).
- Amendment 2 – Motion made by Pattie McGuinness, District 112, seconded by Chanan Braunstein, District 18, to amend the minutes to reflect commentary on the Agenda item: Board of Directors Report relating to the OSCA Charter. Motion did not carry.

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

**Discussion:**

Pattie McGuinness | 10531 Ashfield – Shared that several Delegates including herself feel there is not transparency. She also shared that the change of speakers did not seek Delegate input, and she would request that the Delegate Body and Board of Directors return to proper decorum.

Representative Bob Marshall - Spoke regarding Home Rule and his continued concerns regarding the way Douglas County has managed this special election. He urged the Delegate Body to do the proper research on Home Rule and do their civic duties.

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

**Conclusions:**

President Wasden thanked staff for hosting the Delegate Orientation and thanked Delegates who attended. She commended the Marketing Staff and shared news regarding the quarterly “Experience 5290’ magazine.



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

**Conclusions:**

Todd Landgrave: Spoke regarding the Highlands Ranch Scholarship Fund event last month and thanked staff for their efforts on this endeavor.

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

**Conclusions:**

General Manager Bailey presented a PowerPoint. Within his report:

- Introduced the Wildcat Regional Park project and outlined the Community Involvement Process (CIP).

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**Agenda item:** Department Updates – Wilderness Area – Wildcat Regional Park **Presenter:** Mark Giebel

**Conclusions:**

Mark Giebel, Backcountry Wilderness Area Director, presented a PowerPoint. Within his presentation:

- A brief history of the Wildcat Regional Park property
- Information on existing trails, natural resources, conceptual planning, parking and funding.
- The timeline and process through 2025 and a more in-depth overview of the CIP.
- The process that will follow the CIP.
- Information on how to review all documentation on HRCA's website.
- Time was allotted for Q & A.

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**Agenda item:** General Manager Report, Continued **Presenter:** Mike Bailey

**Conclusions:**

General Manager Bailey presented a PowerPoint. Within his report:

- Thanked those who attended the Delegate Orientation and followed up regarding questions brought up during the orientation.
- Let Delegates know that there would be another Delegate get together in the coming months.
- Encouraged Delegates to participate in Clear the Clutter on Saturday, June 21.



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**Agenda item:** Continued Business Monica Wasden

None

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**Agenda item:** New Business Monica Wasden

Dennis Epperly, Delegate District 2, mentioned that there is not a cemetery within the community and would like a cemetery to be considered within the community. Dennis asked that the addition of a cemetery be part of the discussion during future OSCA discussions.

Mike Woodland, Delegate District 111, brought up his concerns regarding the Douglas County Commissioners and County Attorney attending the May 2025 meeting and his difficult experience in communicating with all his fellow Delegates. Mike said he would like to see a better means of communicating with one another.

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

**Discussion:**

Teresa Isaak, Delegate District 4, shared frustrations in communicating with her sub-association and her Board Members restricting the flow of information from her to her constituents. Asked other Delegates for advice on how to disseminate information. Teresa shared information about a realtor posting flyers on the community mailboxes and requested a garden demonstration of native plant species in the future.

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

**Conclusions:**

Motioned by Dennis Epperly representing District 2 and seconded by Colin Campbell representing District 115. The Meeting of the Delegates was adjourned to 8:07 p.m.

Respectfully submitted,

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*Jim Allen, Secretary*

## RECORD DATE: June 17, 2025

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSTENTIONS
1	LESLIE MILLER	P	O	297	-	297		-	297	-
2	DENNIS EPPERLY	X	O	266	266	-		-	266	-
3	EDWARD FABIANO	X	F	184	184	-	184	184	-	-
4	TERESA ISAAK (Stratton Ridge)	X	O	153	153	-	153	-	153	-
5	JUDY DYK (Bradford Hills)	X	O	108	108	-	108	-	108	-
6	JEANNIE HOFFMAN (Sugarmill)	P	O	126	-	126	126	-	126	-
7	RORY REGAN	X	O	295	295	-	295	-	295	-
8	VACANT (Chalet)			97	-	-	-	-	-	-
9	DIANA PERKINS (Remington Bluffs)	X	O	50	50	-	50	-	50	-
10	SAMUEL BENTZ	X	O	143	143	-	143	-	143	-
11	PATRICIA LONG			251	-	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills) *			113	-	-	-	-	-	-
13	LORRIE VOLKEL			199	-	-	-	-	-	-
14	TAMMY KELLY			185	-	-	-	-	-	-
15	ERIC EICHER	X		200	200	-	-	-	-	-
16	ELIZABETH STROCK	X	O	105	105	-	105	-	105	-
17	GREG HERMAN			166	-	-	-	-	-	-
18	CHANAN BRAUNSTEIN	X	F	318	318	-	318	318	-	-
20	JEAN REHNKE	X	O	208	208	-	208	-	208	-
21	ANDREW CURRIER	X	F	189	189	-	189	189	-	-
22	BRYAN WALSH *	X	O	132	132	-	132	-	132	-
23	MICHAEL MEEHAN			142	-	-	-	-	-	-
24	CONNIE ROSEL *			83	-	-	-	-	-	-
25	ANDY JONES			438	-	-	-	-	-	-
26	JOHN MEZGER	X	O	183	183	-	183	-	183	-
27	KYLE ANHORN	X	F	242	242	-	242	242	-	-
28	BRYAN WALSH *	X	O	48	48	-	48	-	48	-
30	JOE AHLGRIM (Timberline)	X	O	368	368	-	368	-	368	-
40	FRANK IMPINNA *	P	O	368	-	368	368	-	368	-
41	FRANK IMPINNA *	P	O	366	-	366	366	-	366	-
49	BETHANY KOCH			291	-	-	-	-	-	-
50	LINDA MALLETTE (Gleneagles)	X	O	345	345	-	345	-	345	-
51	SID BASU	X	O	253	253	-	253	-	253	-
52	CLINTON CAVE			234	-	-	-	-	-	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	PATRICIA CALLIES	P	O	181	-	181	181	-	181	-
61	JEFF ROHR	X	O	105	105	-	105	-	105	-
62	KIM HARP			197	-	-	-	-	-	-
63	KATHY LANDGRAVE	X	O	51	51	-	51	-	51	-
64	RUSSELL KING	X	O	130	130	-	130	-	130	-
65	DON WOODLAND	X	F	96	96	-	96	96	-	-
66	JEFF ROHR	X	O	224	224	-	224	-	224	-
68	LISA ARROYO	X	F	152	152	-	152	152	-	-
69	FRANK IMPINNA *	P	O	182	-	182	182	-	182	-
70	TERI HJELMSTAD (The Village)	X	O	81	81	-	81	-	81	-
71	CONNIE ROSEL (Falcon Hills South)			26	-	-	-	-	-	-
73	STU PARKER	P	O	1,184	-	1,184	1,184	-	1,184	-
74	BRENT DOUGAL	X	O	940	940	-	940	-	940	-
75	BRENT DOUGAL	X	O	74	74	-	74	-	74	-
76	MICHAEL FLOWER	X	O	223	223	-	223	-	223	-
77	MELISSA SMESSEART	X	F	420	420	-	420	420	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	CONNIE MANZER (The Retreat)			101	-	-	-	-	-	-

[illegible]

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

# Meeting of the Board

7.22.2025

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 June 2025
  - Approval of the Finance Committee Minutes from May 2025
  - Approval of Architectural Review Committee Minutes of June 2025
  - Approval of the Development Review Committee Minutes from June 2025
  - Approval of Jason Pickett appointment to the Development Review Committee
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
  - Delegate Meeting
  - Finance Committee:
    - Review of and approval of the June 2025 Financials.
- VIII. General Manager Report
- IX. Continued Business
- X. New Business
- XI. Delegate Forum
- XII. Adjournment

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

The Next Delegate and Board meeting will be held on Tuesday, August 19, 2025.

# Meeting of the Board Minutes

Minutes from June 17, 2025



**Agenda item:** Call to Order

**Presenter:** Monica Wasden

**Conclusions:**

The meeting was called to order at 8:10 p.m.

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

**Presenter:** Jim Allen

**Conclusions:**

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

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**Agenda item:** Proof of Notice of Meeting

**Presenter:** Dan Brown

**Conclusions:**

Dan Brown confirmed the Proof of Notice of Meeting.

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**Agenda item:** Consent Agenda

**Presenter:** Monica Wasden

**Action Items:**

- Approval of Board Meeting Minutes of Action from May 2025
- Approval of Finance Committee Minutes from April 2025
- Approval of Architectural Review Committee Minutes from 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



**Conclusions:**

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

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

None

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

None

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

Delegate Meeting:

Finance Committee: Brice Kahler presented the May 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 May 2025 Finances. Motion carried.

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

General Manager Mike Bailey commented on the following:

- Reminded the Board regarding the Clear the Clutter event and Golf Tournament.



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**Agenda item:** Continued Business

**Discussions:**

None

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**Agenda item:** New Business

**Discussions:**

None

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**Agenda item:** Delegate Forum

**Presenter:** Delegates

**Discussions:**

None

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**Agenda item::** Adjournment

Monica Wasden

**Conclusions:**

The Board of Directors Meeting went into executive session at 8:26 p.m., motioned by Dan Brown and seconded by Leo Stegman.

**Respectfully submitted,**

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Jim Allen



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### Minutes

**May 19, 2025, Finance Committee Meeting  
Highlands Ranch Community Association, Inc.  
Eastridge Recreation Center**

**FC Members Present:**

Jennifer Harris  
Leighton Stephenson  
Shane Callahan  
Erik Vaska  
Michael Flower  
Ron Welk

**FC Members Absent:**

none

**Staff Members Present:**

Brice Kahler, CFO  
Emily Arnold, Controller

**Board Members and Visitors Present:**

Leo Stegman, Board Treasurer

1. The Finance Committee meeting was called to order at 6:00 p.m. A quorum of the Finance Committee was present.
2. The Finance Committee reviewed the April 21, 2025, Finance Committee meeting minutes.

**A motion was made to accept the April 21, 2025, HRCA Finance Committee meeting minutes as presented. The motion was approved with one abstention.**

**Motion: Michael Flower**

**Second: Erik Vaska**

3. The Finance Committee reviewed and discussed the April 30, 2025, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials, each operating fund, and program performance. Consolidated revenues are ahead of budget YTD by \$138K; consolidated expenses exceed budget YTD by \$127K. YTD capital expenditures total \$892K with a big pickup due to Westridge renovation.

**A motion was made that the HRCA Finance Committee accept the April 30, 2025, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

**Motion: Jennifer Harris**

**Second: Ron Welk**

4. Other Business:

The A/P Staff Accountant gave notice of resignation effective June 3, as she moving out of the country. The position has been posted.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Controller

# Architectural Review Committee

## MEETING MINUTES

Meeting Date: June 04, 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 **5:35 p.m.** by J. **Wessling** (JW)

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

Member Name	Present	Absent	Excused	Notes
Jeff <b>Buttermore</b> (JB)	✓			
Patricia <b>Callies</b> (PC)	✓			
Russell <b>Clark</b> (RC)			✓	
Patrick <b>Gallagher</b> (PG)	✓			
Dawn <b>Keating</b> (DK)	✓			
Kate <b>Landauer</b> (KL)	✓			
Joe <b>Levin</b> (JL)	✓			
Chris <b>Robinson</b> (CR)	✓			
Jeff <b>Rohr</b> (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

### II. REVIEW OF MINUTES

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

a. **DISCUSSION:**

i. None.

b. **ACTION:** Not Applicable.

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

VOTE TALLY		
Concur	Dissent	Abstain
<b>6</b>	<b>0</b>	<b>2</b>

Notes: CR abstained (not a voting member at the 05/21 meeting); JR abstained (not present at 05/21 meeting).

ii. Motion **PASSES**.



# Architectural Review Committee Meeting Minutes

June 04, 2025

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## III. REVIEW OF TRIBUNAL HEARINGS

- A. Three Tribunal Hearings were held on May 15, 2025:
- ARC Conditional Approval (Restriction) of Perimeter Lighting. **Appeal Granted.**
  - ARC Denial of Chicken Coop Placement. **Appeal Granted.**
  - ARC Denial of Perimeter Lighting Installed with Approval & Improperly. **Appeal Denied.**

## IV. RESIDENTIAL APPOINTMENTS

- A. **1943 Chesapeake Lane** – Bee Hives.
- a. **DISCUSSION:**
- Homeowner was a “No Show” at the meeting.
  - CIS Received a complaint (complainant is abutting neighbor to applicant) regarding excessive bees coming from their neighbor’s (applicant’s) recently installed (without prior approval) bee hives.
    - Notice was issued to applicant requiring submittal. Submittal was received.
    - Applicant proposes the two (compliant) bee hives in a location that is compliant with RIGs §2.10 (at back yard, at least five feet from side lot line and eight feet from rear lot line).
    - Although the quantity and location are compliant, Staff suggested an alternative location so that it is further from the complainant’s home (the complainant’s have a compliant trampoline within close proximity to the current location of the bee hives).
    - Applicant declined suggestion and asked that the submittal be reviewed by the ARC.
  - There was considerable discussion amongst the ARC regarding the application being compliant versus conditioning an approval to address a complaint received.
    - A motion was made to approve as presented; however, that motion failed by a vote of three concur, four dissent, one abstention.
    - A second motion was made for a conditional approval, as detailed below.
  - APPROVAL CONDITION.** Relocate the two (compliant quantity) to the location suggested by Staff.
- b. **ACTION:**
- Motion (by: PG, 2<sup>nd</sup> by: CR) to **APPROVE, WITH CONDITION.**

VOTE TALLY		
Concur	Dissent	Abstain
4	3	1

Notes: KL abstained for personal reasons.

- ii. Motion **PASSES.**

## V. NEW BUSINESS

- A. **103 Morning Dew Place** – Pool.
- a. **DISCUSSION:**
- None.
- b. **ACTION:**
- Motion (by: CR, 2<sup>nd</sup> by: PC) to **APPROVE AS PRESENTED.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	2

Notes: None.

- ii. Motion **PASSES.**

# Architectural Review Committee Meeting Minutes

June 04, 2025

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## B. 926 Brttany Way – Paint.

### a. DISCUSSION:

- i. Staff noted that multiple alternative colors—along with corresponding addresses where each had been previously approved—were provided to the applicant for consideration.
- ii. The applicant subsequently submitted a list of alternative colors; however, none were eligible for administrative approval.
- iii. The ARC reviewed both the staff-suggested colors and the applicant’s proposed alternatives and determined that the applicant’s selections were not acceptable.
- iv. The ARC affirmed that the staff-suggested colors are acceptable and authorized staff to reverse the denial if the applicant selects one of those options.

### b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES**.

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## C. 1515 Hermosa Dr – Paint.

### a. DISCUSSION:

- i. The applicant is requesting “Dress Blues” for the main body of the home. Staff noted that this color has historically not been approved because of the “purple undertones.”
- ii. Staff noted that multiple alternative colors—along with corresponding addresses where each had been previously approved—were provided to the applicant for consideration.
- iii. The ARC affirmed that the staff-suggested colors are acceptable and authorized staff to reverse the denial if the applicant selects one of those options.

### b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES**.

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## D. 1972 Hyacinth – Composite Shed.

### a. DISCUSSION:

- i. The applicant installed a composite shed in their backyard, incorrectly relying on §2.20 of the RIGs, which states that “approval is not required for composite storage units.” However, this section also outlines specific conditions—such as maximum height, required screening, and placement—that must be met in order for approval to be unnecessary.
- ii. Staff observed that the shed does not comply with §2.20, as the structure exceeds the maximum allowable height of 5'. The shed features a single-sloped roof with a peak height of 7.5', installed atop an approximately 4" foundation.

# Architectural Review Committee

## Meeting Minutes

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- iii. Staff further noted that the shed does not comply with §2.02, which requires that the architectural style, materials (including roofing), and paint colors match the home. The shed is finished in “composite grey with black trim,” whereas the home features beige horizontal siding.
- iv. The ARC concurred with staff’s findings and determined that the shed must be removed.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES**.

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E. **9030 Bermuda Run Circle** – Tiled Exterior Stairs at Front Entry.

a. **DISCUSSION:**

- i. While the ARC appreciates the selected tile, they noted that, despite its “Antislip Porcelain Tile” designation, the surface may become slippery when wet.
- ii. The ARC advises that the homeowner remain mindful of potential slip hazards.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES**.

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F. **9191 Round Tree** – Pool House.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES**.

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G. **9451 Desert Willow Tr** – Gazebo & Privacy Screening.

a. **DISCUSSION:**

- i. The ARC discussed the need for privacy screening. Staff explained that the property’s topography, as shown in the submitted photographs, places the home and proposed improvements at nearly the same elevation as the top of the perimeter fencing—due to a grade drop of approximately six feet from the house to the fence line.
- ii. As the property is a corner lot, one of the proposed privacy screens is intended to provide visual separation from the public right-of-way. The second screen would provide privacy from a neighboring backyard situated at a lower elevation.



# Architectural Review Committee

## Meeting Minutes

June 04, 2025

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- iii. The ARC briefly discussed potential challenges in maintaining the 36" space between the privacy screen and the existing fence; however, as the area consists primarily of rock (rather than turf), mowing or routine landscape maintenance was not deemed a concern.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES.**

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H. **10747 Featherwalk Way** – Vaulted Deck Cover & Expansion.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES.**

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I. **5025 Montvale Dr** – Concrete Flatwork, Shed, and Gazebo.

a. **DISCUSSION:**

- i. Staff noted that the proposed 14' x 14' driveway expansion does not comply with §2.28 of the RIGs, which states that "the maximum additional width [may] be 9 feet."
- ii. Staff also noted that the proposed removal and replacement of the existing herringbone brick sidewalk (located along the side of the home) with a concrete sidewalk does not comply with §2.54 of the RIGs, which requires all paving to remain a minimum of two feet from property lines. While the proposed walk maintains compliance near the front of the home, it narrows to approximately 6" from the property line at the rear corner. Staff noted that the ARC may consider a variance in this case, as the new walk replaces existing paving in kind and the limited space between the home's corner and the property line presents a practical hardship.
- iii. The ARC noted inconsistencies in the shed dimensions provided within the application. The "Plan Summary" identifies the shed as a "Yardline Crestwood," 8' x 14' x 10', while the Design Plan depicts it as 8' x 10' x 8.5'.
- iv. **APPROVAL CONDITIONS:**
  - a. Driveway expansion must be reduced to 14' in length (parallel to the existing driveway) by 9' in depth (perpendicular to the driveway).
  - b. The 8' x 10' x 8.5' shed, set on a 10' x 12' concrete pad, is acceptable.
  - c. The 10' x 14' gazebo is acceptable as proposed.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	2

Notes: None.

- ii. Motion **PASSES.**

# Architectural Review Committee Meeting Minutes

June 04, 2025

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## VI. STAFF COMMENTARY

- A. WB presented the final draft of the proposed modification to RIGs §2.44.G regarding “Decorative String (e.g., Café/Bistro Style) Lighting. The ARC approved the draft and directed staff to move forward with incorporating the modification into the RIGs.

## VII. ADJOURNMENT

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

## VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the **June 18, 2025** Meeting.

- a. **DISCUSSION:**

- i. None.

- b. **ACTION:**

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

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

Notes: DK arrived to meeting after minutes were reviewed, did not vote.

- ii. Motion **PASSES**.

# Architectural Review Committee MEETING MINUTES

Meeting Date: June 18, 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 **5:33 p.m.** by J. **Wessling** (JW)

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

Member Name	Present	Absent	Excused	Notes
Jeff <b>Buttermore</b> (JB)	✓			
Patricia <b>Callies</b> (PC)	✓			
Russell <b>Clark</b> (RC)	✓			
Patrick <b>Gallagher</b> (PG)			✓	
Dawn <b>Keating</b> (DK)	✓			Arrived after §II: Review of Minutes
Kate <b>Landauer</b> (KL)			✓	
Joe <b>Levin</b> (JL)			✓	
Chris <b>Robinson</b> (CR)	✓			
Jeff <b>Rohr</b> (JR)	✓			

### Also in attendance:

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

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

Alisa **Pena** (AP), Resident: 1943 Chesapeake Lane

## II. REVIEW OF MINUTES

A. The **June 04, 2025 Meeting Minutes** were reviewed.

a. **DISCUSSION:**

i. None.

b. **ACTION:** Not Applicable.

i. Motion (by: PC, 2<sup>nd</sup> by: JB) to **Approved as Presented**.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: DK was not present for the view, motion, or vote.

ii. Motion **PASSES**.



# Architectural Review Committee Meeting Minutes

June 18, 2025

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## III. REVIEW OF TRIBUNAL HEARINGS

- A. No Tribunals were held.
- B. Tribunal Hearings scheduled for June 19, 2025 include:
  - a. ARC Denial of Paint Colors (incorrect color match by painter).
  - b. ARC Denial of Soffit Lighting (impacts to neighboring properties).
  - c. ARC Denial of Rear Yard Ornament (size & complaint received).

## IV. RESIDENTIAL APPOINTMENTS

- A. **1943 Chesapeake Lane** – Decorative Trellis in Front of Home.
  - a. **DISCUSSION:**
    - i. The homeowner presented the following information:
      - a. The decorative trellis (already installed in front of home) is nine feet tall; intended to provide shade while watching their children; will have climbing roses on all four posts; and is illuminated with landscape up-lights at the posts.
    - ii. The ARC appreciates the planned climbing roses.
    - iii. The ARC had the following concerns:
      - a. The decorative trellis doesn't have a "roof structure" to provide shade, as noted by the homeowner.
      - b. The decorative trellis is made of a metallic product and does not match the architecture of the home.
    - iv. RIGs §2.34 (which the ARC acknowledges is the "Gardens: Vegetable" section) implies that trellises may not be in the front yard.
    - v. The ARC relied on §2.35 regarding location, height, and if the structure was complimentary to the residence in their decision.
  - b. **ACTION:**
    - i. Motion (by: PC, 2<sup>nd</sup> by: CR) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

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

## V. NEW BUSINESS

- A. **1972 Hyacinth** – Shed.
  - a. **DISCUSSION:**
    - i. The ARC was concerned with how the siding would connect to the composite shed and its long-term durability with wind and snow loads.
    - ii. The ARC appreciated the composite shingles but were concerned with how these would connect to the composition shed and their long-term durability with wind and slow loads. The ARC was also concerned that the proposed shingles didn't match the color of the home's roof (a grey concrete tile).
    - iii. **APPROVAL CONDITION.** The shingles must match the color of the home's roof and any degradation or failure of the siding or shingles will require repair within a reasonable amount of time, or remove of the shed entirely.
  - b. **ACTION:**
    - i. Motion (by: JR, 2<sup>nd</sup> by: JB) to **APPROVE, WITH CONDITIONS**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

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

# Architectural Review Committee Meeting Minutes

June 18, 2025

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## B. 2267 Gold Dust Trail – Temporary Tree Shade.

### a. DISCUSSION:

- i. The ARC understands that the intent of this application is for temporary protection of the recently planted tree.
- ii. APPROVAL CONDITION. The shade and supporting equipment must be removed no later than October 31, 2025.

### b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

---

## C. 3828 Serramonte Dr – Playset.

### a. DISCUSSION:

- i. JW explained to the ARC that this application is for approval of a “post installation” improvement. The backyard improvement was discovered by a neighbor complaint received. The now existing playset exceeds RIGs §2.56 in both height and footprint and would require a variance from the ARC.
- ii. The ARC was concerned about the siting of the improvement noting that, per RIGs §2.56 “sufficient distance from adjacent properties, so as not to create an undue disturbance...” and that “visual ‘screening’ (e.g., tall landscaping) was not provided.
- iii. The ARC was willing to grant a variance to allow the improvement in the proposed location with the condition that a minimum of five (5) fast growing evergreen shrubs be installed (minimum of three along the rear property line and two along the side property line) between the structure and the property line/fence line.
  - a. The ARC recommended installing either Thuja occidentalis ‘American Pillar’ or Thuja (standish x plicata) ‘Green Giant’ in a minimum 7-gallon container, spaced approximately 4.5 feet on center, and an equivalent providing the same screening capabilities.
  - b. A submittal will not be required for this landscaping improvement.
- iv. APPROVAL CONDITION. The homeowner must install a minimum of five (5) fast growing evergreen shrubs (minimum of three along the rear property line and two along the side property line) between the structures and the property line/fence line. A submittal for this landscaping improvement is not required.

### b. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

---

## D. 8561 Mallard Place – Playset.

### a. DISCUSSION:

- i. JW explained that the proposed playset exceeds RIGs §2.56 in both height and footprint and would require a variance from the ARC.
- ii. The ARC was concerned about the siting of the improvement noting that, per RIGs §2.56 “sufficient distance from adjacent properties, so as not to create an undue disturbance...” and that “visual ‘screening’ (e.g., tall landscaping) was not provided.
- iii. The ARC was willing to grant a variance to allow the now existing improvement in its current location with the condition that a minimum of three (3) fast growing evergreen shrubs be installed between the structure and the property line/fence line.

# Architectural Review Committee

## Meeting Minutes

June 18, 2025

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- a. The ARC recommended installing either Thuja occidentalis 'American Pillar' or Thuja (standish x plicata) 'Green Giant' in a minimum 7-gallon container, spaced approximately 4.5 feet on center, and an equivalent providing the same screening capabilities.
- b. A submittal will not be required for this landscaping improvement.
- iv. **APPROVAL CONDITION.** The homeowner must install a minimum of three (3) fast growing evergreen shrubs between the structures and the property line/fence line. A submittal for this landscaping improvement is not required.
- b. **ACTION:**
  - i. Motion (by: CR, 2<sup>nd</sup> by: PC) to **APPROVE (WITH VARIANCE), WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

### E. 9946 Pendleton Dr – Paint.

- a. **DISCUSSION:**
  - i. JW explained that RIGs §2.50 requires that "Garage doors shall be painted to match the base or the trim, unless otherwise approved by the ARC." This application is for a garage door color that is intended to mimic a dark wood door.
  - ii. The ARC appreciated the "French Roast (SW6069)" color and felt that it would be aesthetically pleasing framed by the existing multi-color brick.
  - iii. **APPROVAL CONDITION.** The use of "French Roast (SW6069)" color must be used on the faux grill of the garage elevation and the "diamond trim" accents on both the garage and the upper floor front elevation to "tie" the elements together cohesively.
- b. **ACTION:**
  - i. Motion (by: PC, 2<sup>nd</sup> by: DK) to **APPROVE, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

### F. 9451 Hackberry Ct – Trampoline.

- a. **DISCUSSION:**
  - i. JW explained that the trampoline screen elements exceed the height limitations noted in RIGs §2.56 and would require a variance from the ARC.
  - ii. The ARC was willing to grant a variance to allow the improvement in the proposed location with the condition that a minimum of three (3) fast growing evergreen shrubs be installed between the structure and the property line/fence line.
    - a. The ARC recommended installing either Thuja occidentalis 'American Pillar' or Thuja (standish x plicata) 'Green Giant' in a minimum 7-gallon container, spaced approximately 4.5 feet on center, and an equivalent providing the same screening capabilities.
    - b. A submittal will not be required for this landscaping improvement.
  - iii. **APPROVAL CONDITION.** The homeowner must install a minimum of three (3) fast growing evergreen shrubs between the structures and the property line/fence line. A submittal for this landscaping improvement is not required.
- b. **ACTION:**
  - i. Motion (by: DK, 2<sup>nd</sup> by: JR) to **APPROVE (WITH VARIANCE), WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

# Architectural Review Committee

## Meeting Minutes

June 18, 2025

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### G. 9947 Blackbird Cir – Paint.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

### H. 10184 Kleinbrook Way – ColoradoScape.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

### I. 10201 Meadowbriar Lane – Pergola / Lighting / Deck.

a. **DISCUSSION:**

- i. The ARC appreciated the design of the deck, railing, pergola, and privacy screening elements.
- ii. The ARC was concerned about the lighting, since the submittal didn't include information on the type of bulb that will be used. The link provided by the applicant notes "bulbs not included."
- iii. **APPROVAL CONDITION.** Homeowner shall select a bulb that is compliant with RIGs §2.44.G. The bulb must not exceed the brightness equivalent of a 25W incandescent bulb and may only emit a soft/warm light not exceeding a Kelvin value of 2700K.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

### J. 10242 Cedar Ridge – Playset.

a. **DISCUSSION:**

- i. JW explained that the proposed playset exceeds RIGs §2.56 in both height and footprint and would require a variance from the ARC.
- ii. The ARC was concerned about the siting of the improvement noting that, per RIGs §2.56 "sufficient distance from adjacent properties, so as not to create an undue disturbance..." and that "visual 'screening' (e.g., tall landscaping) was not provided.
- iii. The ARC was willing to grant a variance to allow the now existing improvement in its current location with the condition that a minimum of three (3) fast growing evergreen shrubs be installed between the structure and the property line/fence line.
- a. The ARC recommended installing either Thuja occidentalis 'American Pillar' or Thuja (standish x plicata) 'Green Giant' in a minimum 7-gallon container, spaced approximately 4.5 feet on center, and an equivalent providing the same screening capabilities.
- b. A submittal will not be required for this landscaping improvement.

# Architectural Review Committee Meeting Minutes

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- iv. **APPROVAL CONDITION.** The homeowner must install a minimum of three (3) fast growing evergreen shrubs between the structures and the property line/fence line. A submittal for this landscaping improvement is not required.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

---

K. **10530 Westcliff Way** – Covered Deck & Fireplace.

a. **DISCUSSION:**

- i. WB reviewed the plans.
- This lot (Lot 14, Filing 122-Q) has a required rear yard setback of 20'.
  - The improvement will encroach into the setback; however, Douglas County allows certain elements—including porches, decks, and architectural features like eaves and canopies—to extend into rear yard setbacks by defined amounts.
  - The covered deck, as proposed here, may legally extend up to 6' feet into the 20' rear setback—resulting in a 14' minimum clearance—provided that it:
    - Is attached to the principal dwelling. **Compliant.**
    - Meets all applicable building and structural codes. **TBD by Douglas County.**
    - Does not encroach into any platted utility or drainage easements. **Complaint.**
    - Has been reviewed and approved through the County's permitting process. **TBD by Douglas County.**
  - The covered deck maintains an approximately 14.4' separation from the rear property line, which complies with the County's allowable encroachment limits.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES.**

## VI. STAFF COMMENTARY

- A. WB presented general information about the status of the update to §2.44.G and Rainwater Harvesting.

## VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **6:51 p.m.**

## VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the July 2, 2025 Meeting.

a. **DISCUSSION:**

- i. None.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES.**



# Development Review Committee MEETING MINUTES

Meeting Date: June 11, 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 6:02 p.m. by W. **Bryant**

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

Member Name	Present	Absent	Excused
Greg <b>Banks</b>	✓		
Michael <b>Burmeister</b>	✓		
Kyle <b>Matthews</b>			✓
Erik <b>Okland</b>	✓		
Dawn <b>Vaughn</b>	✓		
Vacant			
Vacant			

- ☒ Also in attendance:

Woody **Bryant**, HRCA: Director of Community Improvement Services  
John **Mezger**, HRCA: Commercial Compliance Technician  
David **Carnoli**, Full Speed Automotive (via ZOOM)  
Teri **Christ**, Full Speed Automotive (via ZOOM)

## II. PREVIOUS BUSINESS

### A. Review of May 11, 2025 DRC Meeting Minutes.

#### a. DISCUSSION:

- i. None.

#### b. ACTION:

- i. A motion was made to APPROVE, AS PRESENTED, the May 11, 2025 Meeting Minutes by M. **Burmeister**, seconded by D. **Vaughn**.

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

Notes: None.

- ii. Motion **PASSES**.

# Development Review Committee Meeting Minutes

June 11, 2025

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## III. NEW BUSINESS

### A. **Grease Monkey Reimaging**, 8665 S Quebec St.

Grease Monkey, operated by Full Speed Automotive, is rebranding all their service locations to reflect their new corporate color palette: Light Grey (SW7670: Grey Shingle) for the main body, Dark Grey (SW7674: Peppercorn) as the accent color of the checkered pattern, and Black (SW 6258: Tricorn Black) as the accent color at doors and windows.

Their proposal is to paint the existing masonry at this location using Sherwin Williams A100 Enamel Flat Acrylic paint in the colors noted above.

The applicant has confirmed that the "Done Fast. Done Right." signage program shown on the provided graphics will not be used at this project site.

#### a. Staff presentation by W. **Bryant** and J. **Mezger**.

##### i. Reference Staff Memo to DRC dated June 11, 2025. In summary, the following:

1. Per Section 6.4 of the Commercial Improvement Guidelines (CIGs) requires that any paint applied to masonry surfaces meet specific performance criteria. Sherwin-Williams A-100 Enamel Flat Acrylic is a general-purpose, exterior-grade paint primarily intended for smooth, non-porous residential surfaces such as wood, fiber cement, and previously painted substrates. It is not designed for application on highly porous or textured masonry surfaces like those found on the Grease Monkey building, which is constructed of fractured-face (split-face) concrete masonry units (CMU) and standard brick veneer.
2. Per Section 6.4 of the CIGs, any proposal to paint masonry surfaces must maintain compatibility with the architectural standards and visual intent of the broader development. As approved under SP1997-078, these sites were designed as a unified development, with coordinated materials and finishes to create a cohesive architectural character. Painting the masonry in a monotonous color may compromise the visual consistency originally established between this building and the adjacent lot.

#### b. Applicant presentation by D. **Carnoll** and T. **Christ**.

- i. The Applicant noted that they reviewed Staff's commentary and reached out to their Sherwin-Williams representative to see if there was a product more suitable in this instance. The representative noted that there is a more expensive product, called Loxon (LX02W0050) that is specifically made for masonry applications.

1. The applicant noted that they were willing to change to this paint product.

- ii. The Applicant presented several photographs of similar facilities that were painted.

#### c. **DISCUSSION:**

- i. Because of the partial painting completed prior to approval, the review was broken down into two sections: Design Intent and Remediation.
- ii. In re: Design Intent, the following comments and concerns were expressed:
  1. It was noted that the Applicant's presentation included several examples of facilities that were neither in Colorado nor of painted masonry structures.
  2. Need to keep the design intent of the shopping center. The proposed paint scheme does not fit in.

# Development Review Committee Meeting Minutes

June 11, 2025

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3. All businesses in this center have tried to maintain a design theme throughout the entire center, not just the two buildings on this out-parcel.
4. The color palate and design scheme may be appropriate in another location in Highlands Ranch; however, it is not appropriate in this location because of the unified design scheme throughout the center.
5. On select occasions, the DRC has allowed the painting of smooth masonry; however, not on "fractured face" masonry, like used here. Painting of this type of masonry tends to lose the intended texture of the material, which, in this case, is an important design element of the center.

iii. In re: Remediation, the following comments and concerns were offered:

1. Remediation must not adversely affect the structural integrity of the masonry units.
2. The remediation plan must be cohesive for the entire building, not just the area that was inadvertently painted before approval.
3. Options like sand blasting, acid washing, or other alternatives should be investigated.
4. The Applicant is directed to submit a remediation plan for the DRC's consideration within 60 days (NLT Monday, August 11, 2025). Upon acceptance of the remediation plan by the DRC, the Applicant is directed to complete the remediation project within 30 days (date to be determined based on DRC's approval of a proposed remediation plan).

d. **ACTION:**

- i. In re: Design Intent. A motion was made by M. **Burmeister** to **Deny the Application**. Seconded by G. **Barnes**.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- ii. Motion **PASSES**.

- iii. In re: Remediation. A motion was made by M. **Burmeister** to Require the submittal of a remediation plan for the DRC's consideration within 60 days (NLT Monday, August 11, 2025) and, upon acceptance of the remediation plan by the DRC, require that the remediation project be completed within 30 days (date to be determined based on DRC's approval of a proposed remediation plan). Seconded by D **Vaughn**.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	0

Notes: None.

- iv. Motion **PASSES**.

## IV. NON-AGENDA RESIDENT COMMENTS

- A. No "Non-Agenda Resident Comments" were offered.

# Development Review Committee Meeting Minutes

June 11, 2025

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## V. STAFF COMMENTARY

- A. Staff announced that long-time DRC member Zell Cantrell has resigned.
- B. With two positions now open on the Committee, staff encouraged members to refer any qualified candidates who may be interested in applying.

## 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
<b>4</b>	<b>0</b>	<b>0</b>

Notes: None.

- B. Motion **PASSES**. The **meeting was adjourned** at 6:42 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
<b>??</b>	<b>??</b>	<b>??</b>

Notes: None.

- b. Motion **PASSES**.




First Name: Jason Last Name: Pickett

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

Address: [REDACTED]

City: Highlands Ranch, CO Zip Code: 80129

☒ Yes ☐ No

Architectural Committee     Development Review Committee    Finance Committee    Tribunal Hearings Panel

Other \_\_\_\_\_

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

☐ Yes ☒ No

Architectural Review Committee, 2/22-1/24

I have been both a general contractor and a property insurance adjuster. I have spent the majority of my career on job sites and properties and am familiar with construction methods and the impact commercial properties have on a neighborhood. I have previously served on the architectural review

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.

Signature: \_\_\_\_\_ Date 5/12/2025

☐ Application      ☐ Resume      ☐ Letter of Interest      ☐ COI Disclosure

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

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



Jason Pickett

Print Name

5/12/2025

Date

Jason Pickett

Highlands Ranch, CO 80129

Highlands Ranch Community Association  
9568 S University Boulevard  
Highlands Ranch, CO 80126

May 12, 2025

RE: Development Review Committee

Hello HRCA,

I am writing to express my interest in a position on the Development Review Committee. My family and I have lived in Highlands Ranch for 12 years and absolutely love the area and all that the HRCA offers. I have been in a career that required substantial travel over the last decade, but no longer. I am looking for ways to give back to the community. I have been involved in commercial properties in one way or another for over 20 years. The requested documents are attached and further explained below.

I started my career in residential construction in the mid 1990's along the 285 corridor to Bailey. Starting in 1998 I moved into commercial construction for retail shells and large grocery stores, outside of Highlands Ranch, but throughout the metro area. I then moved into multi-family building with Trimark Communities, a division of DR Horton. Commercial property was a passion, creating such a large-scale impact on an area. Making the best use of property and adhering to local standards and requests was a welcome challenge. My construction experience helps me visualize what building plans will actually look like on a site and challenges that may arise. I have since moved into property claims adjusting and dispute resolution with insurance carriers over the last 20 years. I am out on properties daily completing inspections and see the impacts developments have in an area. I would like to be involved to assure these developments meet the HRCA standards and requirements.

I have volunteered with 2 different Douglas County nonprofits. I work as a handyman and inspector for the Happy Dog Ranch Foundation, a horse sanctuary in Sedalia, to ensure their buildings are maintained in good working order. In the past I have volunteered with the Aging Resources of Douglas County as a handyman to assist senior citizens in staying in their homes longer. Although I have worked with both of these organizations for several years, I would like to also provide some professional volunteering and see the DRC as a great way to participate. I am well versed in following directives and guidelines, and with my dispute resolution background I can help with showing others how a project does or does not meet the given criteria, and what could be done alternatively if needed.

I look forward to any questions or comments you may have and any correspondence to this request.

Respectfully,

Jason Pickett

**Jason Pickett**

**Highlands Ranch, Colorado 80129**

### **Highlights of Qualifications**

- 20 years of adjusting experience handling all perils including homeowners, commercial and farm policies starting with hurricane Katrina in 2005.
- Familiar with construction methods and processes.
- Effective in organization and time management.
- Proficient in property damage assessment and material identification.
- Managed a team of catastrophe adjusters ranging from 7-16 adjusters at a time.
- Worked in depth with a carrier to provide customer driven solutions and ideas to assist with adjusters' proficiency and customer service skills.
- Heavily involved in rewriting claims handling guidelines for a carrier's homeowners, commercial and farm policies.
- Proficient with estimating software and computer programs, Xactimate, Excel, Word, Outlook.
- Able to prioritize requests and activities to maximize each one for the benefit of internal and external customers.
- Involved with a carrier's drone program since nearly its inception. At the beginning of 2020, I was tasked with taking it over from a different department, reworking all levels of training, and keeping it running. In 2020 there was not only significant improvement in usage, but in adjusters' engagement and satisfaction.

### **Work History**

Appraiser, Umpire, Consultant; - Pickett Consulting and Services, 6/21 to current  
Field Adjuster, CO - Pacesetter Claims Service, Catoosa, OK, 6/21 to 10/22  
UAS Program Manager – American Family Insurance, 3/20 to 6/21  
Catastrophe Property Field Manager – American Family Insurance, 5/19 to 6/21  
Catastrophe Operations Administrator – American Family Insurance, 12/17 to 5/19  
Senior Catastrophe Adjuster - American Family Insurance, 5/14 to 12/17  
Catastrophe Adjuster - Pacesetter Claims Service, Catoosa, OK, 4/06 to 5/14  
Adjuster Trainee - Tiramisu, LLC, Grove, OK, 7/05 to 4/06  
General Contracting Foreman - Crestone Construction, Inc., Steamboat Springs, CO, 10/03 to 7/05  
Owner/General Contractor, Timberline Design and Construction, Inc., Craig, CO, 7/01 to 10/03  
Project Manager, Trimark Communities (Multi Family Division of DR Horton), Denver, CO, 10/99 to 7/01  
Commercial Project Manager, RAS Builders, Englewood, CO 6/98-10/99  
Owner/Carpenter/General Contractor, Boll Construction, Inc., Evergreen, CO, 10/93 to 6/98

### **Education/Certifications**

Florida DHS All Lines Adjuster License, 2021/2006 (P052772)  
Adjuster License in Louisiana, Texas, and Utah  
Xactimate Level 3 & Train the Trainer, 2018  
CPAU (Certified Property Appraiser and Umpire), IAUA, 2023  
CPLA (Certified Property Loss Appraiser), P.L.A.N., 2023  
FAA Remote Pilot Certificate, 2017  
AIC, The Institutes, 2015  
Red Rocks Community College, Golden, CO, Pre-Engineering and Drafting, 1997



**Hobbies/Volunteering**

Happy Dog Rescue Ranch – volunteer as a handyman at a local horse rescue for maintaining buildings and grounds.

Cycling – I enjoy cycling both on road and dirt. It is a great way for me to get outside and clear my head while keeping my physical health in mind.

Hiking – I enjoy spending time with my wife, kids, and dogs out in the wilderness of Colorado.

**References**

Available upon request.