Meeting of the Delegates

9.16.2025
Southridge – Wildcat

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

Agenda

I.	Call to Order	6 p.m.
II.	Pledge of Allegiance	6:01 p.m.
III.	Roll Call/Establishment of Quorum	6:02 p.m.
IV.	Proof of Notice of Meeting	6:05 p.m.
V.	Approval of the Meeting Minutes of Action from the August 19, 2025 Meeting of the Delegates	6:08 p.m.
VI.	Member Forum | *Three-minute time limit*	6:15 p.m.
VII.	Board of Directors Report | *Monica Wasden*	6:20 p.m.
VIII.	Director Comments	6:25 p.m.
IX.	General Manager Report | *Mike Bailey* • Wildcat Regional Park | *Mark Giebel*	6:30 p.m.
X.	Preliminary Budget Discussion | *Brice Kahler*	6:50 p.m.
XI.	Continued Business • Vote to change Delegate Forum to 5-minutes	7:10 p.m.
XII.	New Business	7:20 p.m.
XIII.	Delegate Forum | *Three-minute time limit*	7:25 p.m.
XIV.	Adjournment	7:35 p.m.

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.
The next regular Delegate and Board meeting will be held on Tuesday, October 21, 2025.

Meeting of the Delegates Minutes

Minutes from August 19, 2025

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

Agenda

Agenda item:	Call to Order	Presenter:	Monica Wasden

President Wasden called the meeting to order at 6:00 p.m.

Agenda item:	Pledge of Allegiance	Presenter:	Monica Wasden

President Wasden led the meeting in the Pledge of Allegiance.

Agenda item:	Guest Speaker, South Metro Fire Rescue	Presenter:	Mike Dell'Orfano

South Metro Fire Rescue, Mike Dell'Orfano, presented a PowerPoint. Within his PowerPoint:

- Information regarding the fire district within Highlands Ranch.
- An update on the current SMFR Board of Directors.
- Local, state, and national response information.
- An update on continual improvements, including life-saving upgrades in the field and the opening of a new station.
- Call and response performance statistics.
- Time was allotted for Q & A.

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

Conclusions:

A quorum was established; 25,013 of 31,934 lots were present.

Agenda item:	Proof of Notice of Meeting	Presenter:	Jim Allen

Jim Allen confirmed the Proof of Notice of Meeting.

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

Conclusions:

The July 2025 minutes were approved — motioned by Dennis Epperly, District 2 and seconded by Elizabeth Strock, District 16. Motion carried.

HIGHLANDS RANCH COMMUNITY ASSOCIATION

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

Discussion:

Senator John Carson, 2652 Baneberry Court: Provided an update on the Special Legislative Session Senator Carson shared his priorities of taxpayer bill rights, affordable housing and affordable healthcare. He shared his email if anyone would like to reach him. John.carson.senate@coleg.gov

Scott Schnitzspahn, 5412 Abbeywood Circle: Shared his support of the HRCA Wildcat Regional Park, and the positive impact the trails could have on the mountain bike community. He shared that he manages the HRJC, Highlands Ranch Junior Mountain Bike Club, and it has over 100 families in it.

Elizabeth Ouderkirk, 10180 Bentwood Circle: Shared her experience as the team captain for the mountain bike team at Mountain Vista High School and the impact the mountain bike trails have had on her. She asked the Delegates to support the expansion of the trails at Wildcat Regional Park.

Keri Morton,10032 Royal Eagle Lane: Carrie shared her support of the conceptual plan for the Wildcat Regional Park trails.

Bob Marshall, 2 Jack Rabbit Place: Provided an update on the Special Legislative Session and information about the process of budgeting within the Legislature.

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

Conclusions:

President Wasden reminded Delegates of the date for the Volunteer Appreciation Celebration, December 9.

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

Conclusions:

None

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

Conclusions:

General Manager Bailey shared an update regarding the budget process and timeline. He thanked staff for leading the process and being engaged throughout the budgeting process. He encouraged Delegates to attend one of the final concerts of the summer this weekend.

The newly formed 23rd Judicial Districts District Attorney's Office requested to make a presentation to the Delegate body. Bailey asked the Delegate's to vote if they were interested in having this as a presentation, and by show of hands Delegates expressed were interested in this presentation.

Agenda item: Department Updates – Events **Presenter:** Sarah Corboy

Conclusions:

Sarah Corboy, Events Manager, presented a PowerPoint. Within her presentation:

- Shared information and a snapshot on the 2025 events.
- The three main areas the programs fall into, community events, Cultural Affairs, and the Race Series.
- Staffing information within the department.
- Highlights in 2025, including the addition of new events and increased attendance numbers.
- Time was allotted for Q & A.

Agenda item: Department Updates – Backcountry Wilderness Area **Presenter:** Mark Giebel

Conclusions:

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

- Information regarding the timeline and process for the CIP
- Feedback that HRCA received regarding the plan for Wildcat Regional Park
- Updated conceptual maps of Wildcat Regional Park area
- Time was allotted for Q & A.

Woody Bryant, presented slides regarding the conceptual Wildcat Regional Park parking lot:

- Information regarding the sight line and berm of the conceptual
- Time was allotted for Q & A.

Agenda item: Continued Business Monica Wasden

None

Agenda item: New Business Monica Wasden

None

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

Discussion:

Clay Karr, District 114: Delegate for the Hearth *(which backs right into the new planned development area)* and also serves on the Hearth's Board of Directors. Clay shared that the Hearth is against the conceptual plan and developing land outside of the 202 acres within the Wildcat Regional Park.

Mike Woodland, District 111: Delegate for the Firelight District echoed Clay Karr's statements. He asked the Board the following questions:

> Why were the Delegates not involved in the creation of the conceptual plan?
>
> Why was there never any discussion about adding trails outside of the Wildcat Regional Park planning area?
>
> What was the process and what were the factors involved in making all the trails outside the WCRP planning area all mountain bike areas?
>
> Why are the trails outside WCRP being presented in an all-or-nothing way?
>
> Requested there should be two votes within the CIP: one for the proposed trails within the Wildcat Regional Park Area, and one for the proposed trails outside the Wildcat Regional Park Area.

Mike also shared that he does not understand why the Delegates are being timed and suggested that guidelines be eliminated. Mike Woodland, District 111, made a motion to change the three-minute rule to 5-minutes, seconded by Chanan Braunstein District 18. By a show of hands, the result was not determined. This vote will be added to the September 2025 agenda under continued business, by way of lot count.

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

Conclusions:

Motioned by Dennis Epperly representing District 2 and seconded by Clay Karr representing District 114. The Meeting of the Delegates was adjourned to 7:33 p.m.

Respectfully submitted,

Jim Allen, Secretary

DISTRICT DELEGATE ROLL CALL
MEETING DATE : August 19, 2025
RECORD DATE: August 19, 2025

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

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
80	LAURA EICHER	X		1,533	1,533	-	-	-	-	-
81	AL BONNEAU			20	-	-	-	-	-	-
82	KURT HUFFMAN			778	-	-	-	-	-	-
83	ANDY NATALIE	X		180	180	-	-	-	-	-
84	JESSICA ALLEN	X		705	705	-	-	-	-	-
85	DEBORAH SPICER	X		784	784	-	-	-	-	-
86	DAWN KEATING	X		1,290	1,290	-	-	-	-	-
87	JENNIFER HARRIS (Indigo Hill)	X		481	481	-	-	-	-	-
88	CAROLYN GROOM (Weatherstone)	X		294	294	-	-	-	-	-
89	MARY KAY COURTNEY (Villages at H.R.)	X		323	323	-	-		-	-
90	BRANDON WHITE (Spaces)			250	-	-	-	-	-	-
91	GINGER NIXT (Settlers Village)			199	-	-	-	-	-	-
92	MICHELLE RATCLIFF (Canyon Ranch)	P		440	-	440	-	-	-	-
93	JENNIFER PARK			260	-	-	-	-	-	-
94	AL PELKOWSKI (Westridge Knolls	P		617	-	617	-	-	-	-
95	TOM HALL (Coventry Ridge)	X		56	56	-	-	-	-	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	PATRICIA CALLIES	X		336	336	-	-	-	-	-
98	LISA KIRWAN (Sundance @ Indigo Hill)			225	-	-	-	-	-	-
99	MICHAEL PETRUCCELLI (Carlyle Park)			213	-	-	-	-	-	-
100	GAIL FRANCES	X		177	177	-	-	-	-	-
101	PATRICIA CALLIES*	X		111	111	-	-	-	-	-
102	VACANT			202	-	-	-	-	-	-
103	JAC LEBBS	X		401	401	-	-		-	-
104	CHRIS WICKS	X		532	532	-	-	-	-	-
105	JOSEPH ADEN	X		353	353	-	-	-	-	-
106	RYAN LEAHY			226	-	-	-	-	-	-
107	HENRY HOLLENDER (HR Golf Course)	P		579	-	579	-	-	-	-
108	MIKE MILLINGTON	X		208	208	-	-	-	-	-
109	ANGELA STEGMAN (Backcountry)	P		1,252	-	1,252	-	-	-	-
110	MARK DICKERSON (Stonebury)			87	-	-	-	-	-	-
111	MIKE WOODLAND (Firelight)	X		1,863	1,863	-	-	-	-	-
112	PATTIE MCGUINNESS (Highland Walk)	X		298	298	-	-	-	-	-
113	ELIZABETH STULZ			517	-	-	-	-	-	-
114	CLAY KARR (The Hearth)	X		1,652	1,652	-	-	-	-	-
115	COLIN CAMPBELL (Brownstones)	X		359	359	-	-	-	-	-
116	ROBERT STRAUSS (Tresana)	X		557	557	-	-	-	-	-
120	MEGAN LUMPKINS (Clock Tower Residences)			318	-	-	-	-	-	-
121	ROBERT BLACKINGTON			200	-	-	-	-	-	-
200	VACANT (Commercial District			396	-	-	-	-	-	-
212	VACANT (Stoneybridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park)			523	-	-	-	-	-	-
	TOTAL			31,934	19,933	5,080	-	-	-	-
	QUORUM 50% +1			*15,968*				*25,013*	*64%*	

*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

9.16.2025
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 August 2025
- Approval of the Finance Committee Minutes from July 2025
- Approval of Architectural Review Committee Minutes of August 2025
- Approval of Development Review Committee Minutes of August 2025
- Approval of OSCA Update Committee Minutes of July and August 2025

V. Member Forum

VI. Director Comments

VII. Committee Reports

- Delegate Meeting
- Finance Committee:
    - Review of and approval of the August 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, October 21, 2025.

Meeting of the Board Minutes

Minutes from August 19, 2025

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

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

Conclusions:

The meeting was called to order at 7:47 p.m.

Agenda item: Establishment of Quorum/Roll Call **Presenter:** Jim Allen

Conclusions:

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

Agenda item: Proof of Notice of Meeting **Presenter:** Jim Allen

Conclusions:

Jim Allen confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda **Presenter:** Monica Wasden

Action Items:

- Approval of Board Meeting Minutes of Action from July 2025
- Approval of Finance Committee Minutes from June 2025
- Approval of Architectural Review Committee Minutes from July 2025

Conclusions:

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

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

Discussions:

None

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

Discussions:

Jim Allen: Has a work conflict during the next regular meeting and will not be in attendance.

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

Discussions:

Delegate Meeting: No action was taken.

Finance Committee: Brice Kahler presented the July 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 Dan Brown to approve the June 2025 Finances. Motion carried.

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

Discussions:

General Manager Mike Bailey commented on the following:

- Thanked staff, Emily Arnold and Brice Kahler, for their work on the budget.
- Thanked staff, Mark Giebel and Woody Bryant, regarding their work on the Wildcat Regional Park project.

Agenda item: Continued Business

Discussions:

None

Agenda item: New Business

Discussions:

None

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

Discussions:

None

Agenda item:: Adjournment Monica Wasden

Conclusions:

The Board of Directors Meeting was adjourned at 7:54 p.m., motioned by Todd Landgrave and seconded by Leo Stegman.

Respectfully submitted,

Jim Allen

Minutes
July 21, 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 June 16, 2025, Finance Committee meeting minutes.

   A motion was made to accept the June 16, 2025, HRCA Finance Committee meeting minutes as presented. The motion was approved unanimously.

   Motion: Jennifer Harris Second: Leighton Stephenson

3. The Finance Committee reviewed and discussed the June 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 $128K (0.8% to budget); consolidated expenses exceed budget YTD by $53K (0.3% to budget.). The new recycling event was popular and well attended. YTD capital expenditures total $3.6M, primarily from the Westridge renovation. The project is coming in on budget so far, with a bit of contingency left.

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

Motion: Michael Flower Second: Shane Callahan

4. The Finance Committee next reviewed the Q2 2025 Highlands Ranch Community Association 501(c)3 Financial Statements. Actual to budget variances were discussed for Highlands Ranch Cultural Affairs Association, Highlands Ranch Scholarship Fund, and Highlands Ranch Backcountry Conservation and Education Fund. Sources and uses of operating funds were discussed, including anticipated SCFD grants and contributions from HRCA to support programming.

A motion was made to recommend that the HRCA Finance Committee accept the Q2 2025, 501(c)3 Financial Statements. The motion was approved unanimously.

Motion: Jennifer Harris Second: Erik Vaska

5. Brice Kahler presented the Q2 2025 investment overview. We're ahead of budget on investment income because we budgeted for more reductions in interest rates.

6. Other Business:

   The Finance team is currently implementing Accounts Payable automation software (Stampli). Go live is expected at the end of August.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Controller

Architectural Review Committee MEETING MINUTES

Meeting Date: August 06, 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 **5:30 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)	✓			
Dawn **Keating** (DK)	✓			Attended via ZOOM
Kate **Landauer** (KL)	✓			Attended via ZOOM
Joe **Levin** (JL)	✓			
Chris **Robinson** (CR)	✓			
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
Mr. & Mrs. Gregory **Woodward**, Homeowners (736 Huntington Dr)
Mr. Matthew **Lovejoy**, Homeowner (722 English Sparrow Tr)

II. REVIEW OF MINUTES

A. The **July 16, 2025 Meeting Minutes** were reviewed.
  a. **DISCUSSION**:
    i. Nothing of consequence.
  b. **ACTION:**
    i. Motion (by: PG, 2nd by: RC) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
6	**0**	**3**

Notes: The abstaining members were not present at 07/16/2025 Meeting.

    ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. Two tribunals were held on July 7, 2025. Rulings were received on August 1, 2025.
   a. ARC Conditional Approval re: Bee Hives (location). Appeal Granted.
   b. ARC Denial of Front Yard Trellis/Gazebo. Appeal Denied.

B. Three tribunals are scheduled for August 21, 2025. None are based on ARC Decisions, all are Covenant Control appeals.

IV. RESIDENTIAL APPOINTMENTS

A. **736 HUNTINGTON DRIVE** – Siding, Window, and Roof Replacement. Painting of Brick.

a. **DISCUSSION:**

i. The Committee was concerned with the quantity of standing seam metal roof proposed.
   a. RIGs §2.63 notes "...limited applications only." Staff explained that the intent of §2.63 was to allow "accent areas" (e.g., over bay windows) to use this material, versus a primary roofing material.

ii. The Committee debated and agreed that limiting the standing seam metal roof to just the front patio roof, which could be considered an "accent area" with a "limited application," would be acceptable. The Committee also agreed that the roof over the garage must remain asphalt shingles.

iii. The Committee appreciated that the garage doors would be replaced with a wood tone version and painted to mimic wood tone. The Committee also appreciated that the various wood elements (e.g., garage doors, cladding on front porch columns, and accent strip above second floor window) all matched.

iv. The Committee was somewhat concerned with the dark scheme vis-à-vis other homes in the general vicinity; however, they felt the color palette was aesthetically pleasing. The Committee agrees that Rock Bottom (SW7062) is a suitable color for the brick paint.

v. The Committee was not concerned with the installation of vertical siding (as opposed to the horizontal siding currently used on the home).

vi. **APPROVAL CONDITION**. Only the roof above the front patio may be converted to the standing seam metal material, the roof over the garage must remain asphalt shingle. All other proposed elements are approved as presented.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	**1**	**0**

Notes: The dissenting member found that the standing seam metal roof, as proposed, was acceptable.

ii. Motion **PASSES**.

B. **722 ENGLISH SPARROW TRAIL** – Re-Review of Patio Cover with Additional Information.

a. **DISCUSSION:**

i. The Committee was concerned with the nominal slope of the patio cover roof (shown as 0.25"/12" or 2%).
   a. Typically, roofs over patios are at least 3"/12" slope; however, the Committee acknowledges that the nominal slope is necessary to maintain the existing "upper windows."

ii. The Committee was concerned about snow load on the nearly flat roof.
   a. Staff noted a Building Permit from Douglas County was required for these improvements, and that the Building Department may look into this concern and require modifications to the design.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
9	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

V. NEW BUSINESS

A. **121 GROUSE PLACE** – Decorative Fence Color.

a. **DISCUSSION:**

i. The Committee discussed the classification of this fence versus Board of Directors Resolution 18-06-02 and RIGs §2.30.D.3. Staff noted that Resolution 18-06-02 pertains "...to the staining of any homeowner's fencing or part of a fence facing a street...."

ii. The Committee agreed that the fence must be stained in accordance with §2.30.D.3.

b. **ACTION:**

i. Motion (by: CR, 2nd by: JL) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
9	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

B. **415 BEXLEY LANE** – Removal and Replacement of Upper Deck.

a. **DISCUSSION:**

i. The Committee noted that the existing deck extends along the side of the home. Per §2.23, which requires consideration on a "case-by-case" basis.

a. Staff noted that there were easily accessible records to determine if the original decking was approved; however, it appears that this may have been an original build within the home since there is a sliding glass door leading to the upper deck on the side of the home.

ii. The deck will be enlarged nominally (approximately 2"). It is believed this increase in width is due to the proposed materials being used. The intent is to remove and replace "in situ."

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
7	**2**	**0**

Notes: The dissenting members felt that the deck should not be allowed to be expanded and that it should not have been allowed on the side of the home.

ii. Motion **PASSES**.

C. **1241 RIDDLEWOOD RD** – Accessory Building/Shed.

a. **DISCUSSION:**

i. Two shed sizes were presented: 6'Wx12'Lx8'H and 6'Wx14'Lx8'H. The width and height are compliant with §2.2.B; however, both alternative lengths exceed the maximum of 10'.

a. The Committee noted that an 8'Wx10'L shed is allowed, which equates to 80 square-feet. A 6'Wx12'L shed equates to 72 square-feet (less than the allowable) and a 6'Wx14'L shed equates to 84 square-feet (more than the allowable).

ii. The Committee was concerned with the 14' length because of potential conflicts with the existing basement window well and A/C Unit, but felt the 6'Wx12'L option would be acceptable.

iii. **APPROVAL CONDITION**. Installation of 6'Wx12'Lx8'H Shed.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
9	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

D. **1854 GLENWOOD LANE** – Lawn Ornament.

a. **DISCUSSION:**
   i. The Committee was very concerned with the use of what appears to be a dead tree of significant height as the "base" for the ornament.
   ii. The Committee recommends that the dead tree be removed to ensure safety and community aesthetics.

b. **ACTION:**
   i. Motion (by: CR, 2nd by: JR) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
9	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

E. **2276 GOLD DUST TRAIL** – Paint.

a. **DISCUSSION:**
   i. After reviewing a "paint chip," the Committee felt that "Veiled Violet SW6268" had too much of a "lavender/light purple" undertone, which is not appropriate.
   ii. In contrast, the Committee felt that "Truly Taupe SW6038" or "Flexible Gray SW6010," as suggested by Staff, would be acceptable.
   iii. The Committee directed Staff to continue working with the homeowner to find a mutually acceptable color palette.

b. **ACTION:**
   i. Motion (by: PC, 2nd by: JL) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
9	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

F. **6995 PEREGRINE WAY** – Landscaping and Home Improvement.

a. **DISCUSSION:**
   i. The Committee is concerned with quantity of impervious materials proposed causing stormwater runoff on to adjoining properties (reference RIGs §3.3).
   ii. The Committee is very concerned with the lack of turf in the back yard - the nominal plan presented only shows a very small area of turf, the remainder being rock with nominal areas of wood mulch.
   iii. The Committee is concerned with the location of the sports court (proximity to neighbor) and, from the photographs provided, its use as a pickleball court. Sound mitigation will be necessary.
      a. The Committee suggests Thuja occidentalis 'American Pillar' or Thuja (standish x plicata) 'Green Giant' (both available in major home improvement retailers such as Home Depot and Lowe's) in a minimum 3-gallon container, spaced approximately 4.5 feet on center, and centered in line between the existing fence/property line and sports court.
   iv. The Committee understands that there may also be improvements being made to the home under the deck in the backyard.
      a. The Committee takes this opportunity to remind the homeowner that all improvements must be made for review and approval and looks forward to receiving a supplemental submittal addressing these improvements soon.
   v. **APPROVAL CONDITION**. Installation of sound mitigating measures between the now existing sports court and the fence/property line. Suggested measure provided above. No lighting fixture(s) may be attached to the basketball backboard.

b. **ACTION:**
   i. Motion (by: PG, 2nd by: JB) to **APPROVE, WITH CONDITIONS**.

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**1**

Notes: The dissenting member is the District Delegate for this address.

   ii. Motion **PASSES**.

G. **8642 MALLARD PLACE** – Deck Cover.

a. **DISCUSSION:**
   i. The Committee was unable to discern the design intent from the graphics provided. Questions arose about how the various roof elements on the sides will interact. More details are required.
   ii. The Committee is not in favor of the use of "peel and stick granulated rolled roofing." Asphalt shingles, matching the color and pattern of the home, will be required.

b. **ACTION:**
   i. Motion (by: PC, 2nd by: JL) to **DENY, ELIGIBLE FOR RESUBMITTAL** (no additional fee to be assessed).

VOTE TALLY		
Concur	Dissent	Abstain
9	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

H. **10579 WAGON BOX CIRCLE** – Decorative Front Yard Fencing.

a. **DISCUSSION:**
   i. Staff noted that per §2.30.E.1, only two-rail fences are allowed in the front yard. Additionally, per §2.30.E.3, decorative wrought iron fence is not allowed.
   ii. The Committee discussed that often these small fences (18" tall) are installed to protect new lawns on a temporary basis; however, temporary often becomes permanent and the fencing falls into disrepair.

b. **ACTION:**
   i. Motion (by: CR, 2nd by: JR) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
9	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

I. **10665 CLIFFROSE WAY** – Over Garage Arbor.

a. **DISCUSSION:**
   i. The Committee was concerned with the conflict the over-garage arbor may have with the address placard and the light sconces.
   ii. Several members were concerned with the improvement being "out of place" on the home - not matching or aesthetically pleasing to the remainder of the architecture.

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

VOTE TALLY		
Concur	Dissent	Abstain
6	**3**	**0**

Notes: The dissenting members felt the improvement was not appropriate for the home.

   ii. Motion **PASSES**.

J. **10833 HEATHERTON CIRCLE** – Backyard Concrete.

a. **DISCUSSION:**

i. The Committee was very concerned with the extent of concrete planned, virtually the entire side yards and most of the rear yard.

ii. The Committee was very concerned with the additional stormwater runoff caused by the excessive concrete and the elimination of mitigating impervious (e.g., landscaped) area.

iii. The Committee suggests that instead of concrete pavement on the side yards, that steppingstones (either flagstone or faux concrete or similar) be used.

iv. Based on the "Priority Listing" provided by the applicant, the Committee provides the following approval conditions:

a. Area Priority 1:
   i. **DENIED** for concrete - consider steppingstones.

b. Area Priority 2:
   i. **PARTIAL APPROVAL**. The 4'x8' landing at the bottom of the stairs may be concrete as proposed; however, the area to the right and left of the landing may not be concrete. Consider steppingstones or other landscape materials in these areas.

c. Area Priority 3:
   i. **DENIED** for concrete - consider steppingstones.

d. Area Priority 4:
   i. **APPROVED** for concrete from the home's entryway patio to the gate only. Ensure stormwater runoff is not directed onto your neighbor's property.

e. Area Priority 5:
   i. **APPROVED** for concrete under the limits of the deck above only.

v. **APPROVAL CONDITION**. Reference ¶J.A.4.a through ¶J.A.4.e, above.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
9	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

VI. STAFF COMMENTARY

A. None.

VII. ADJOURNMENT

A. With no further business the meeting was **adjourned** at **7:09 p.m**.

VIII. APPROVAL OF THESE MEETING MINUTES

A. These minutes were reviewed by the Architectural Review Committee at the August 20, 2025 Meeting.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

Architectural Review Committee
MEETING MINUTES

Meeting Date: August 20, 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)	✓			Attended via ZOOM
Dawn **Keating** (DK)	✓			
Kate **Landauer** (KL)	✓			
Joe **Levin** (JL)	✓			
Chris **Robinson** (CR)	✓			
Jeff **Rohr** (JR)	✓			

Also in attendance:
Jayma **Wessling** (JW), HRCA: Residential Improvement Coordinator
Woody **Bryant** (WB), HRCA: Director of Community Improvement Services
Mr. Aaron **Rhodes**, Homeowner (9741 Adelaide Ct) via ZOOM
Ms. Alexandra **Sabin** & Mr. Christopher **Williams**, Homeowners (9581 Painted Canyon Cir)

II. REVIEW OF MINUTES

A. The **August 06, 2025 Meeting Minutes** were reviewed.
  a. **DISCUSSION**:
    i. Nothing of consequence.
  b. **ACTION:** Not Applicable.
    i. Motion (by: CR, 2nd by: JR) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

    ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. Three tribunals are scheduled for August 21, 2025. None are based on ARC Decisions, all are Covenant Control appeals.

IV. RESIDENTIAL APPOINTMENTS

A. **9741 ADELAIDE CT** (Rhodes) – Side Yard Concrete.

a. **DISCUSSION:**

i. The Committee was concerned that the provided plans show an offset from the side yard fences of only 6", versus the 2' that is typically provided to ensure stormwater runoff is controlled and doesn't adversely affect neighboring properties.

ii. The Committee suggested that the homeowner either add a curb head along the edge of the concrete parallel to the fence line/property line to direct runoff to the front or rear yard, depending on which way the grade fell (the homeowner noted that the natural grade was from front to rear), or that the edge of the concrete maintain a 2' separation from the fence line/property line. The homeowner was amenable to both options.

iii. **APPROVAL CONDITION**. Homeowner to review the two options (6" separation with installation of curb head or 2' separation) and determine which works best for him.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

B. **9581 PAINTED CANYON CIR** (Williams) – Pergola and Dog Run.

a. **DISCUSSION:**

i. The Committee was concerned with the "floating corner" of the pergola at the inside corner defined by the home and the extended width garage. The homeowner noted that a column couldn't be added in this area because of the existing concrete ground surface and the proximity to the existing "doggy door." The Committee suggested that a joist hanger, at a minimum, be installed on the garage wall face to provide support for the pergola joist in this corner. The homeowner was amenable to that suggestion.

ii. The Committee discussed the extent of the pergola and decided that it should stop at the rear wall plane of the garage instead of continuing to the front fence. This was to ensure the improvement was screened from visibility from the front yard. The homeowner was amenable to this restriction.

iii. The Committee recommended that the homeowner discuss this improvement with their neighbor; however, an "approval" from the neighbor was not required as part of the Committee's decision.

iv. The Committee reminded the homeowner to be cognizant of the location of the vertical support columns along the fence line / property line to ensure the pergola roof support and structure does not encroach onto the neighbor's property.

v. **APPROVAL CONDITIONS**. The homeowner should consider including a joist hanger (or similar) support for the corner of the pergola defined by the home and the extended width garage. The homeowner will revise their design (no resubmittal is required) to end the pergola at the rear wall of the garage.

b. **ACTION:**

i. Motion (by: DK, 2nd by: CR) to **APPROVE, WITH CONDITIONS**.

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

V. NEW BUSINESS

A. **751 CHADWICK CT** – ColoradoScape.

a. **DISCUSSION:**

i. The Committee was concerned with the large amount of rock (reference RIGs §2.44.C, §2.94.B and §3.9). The Committee was also concerned with the lack of visual interest (minimal plantings, lacks four-season colors).

ii. The Committee recommends that the homeowner review the six "pre-approved" ColoradoScape Design Solutions provided in the RIGs and reach out to Staff for suggestions on appropriate planting species, etcetera.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

B. **793 WALDEN CT** – Deck & Turf.

a. **DISCUSSION:**

i. The Committee took no exceptions to the planned artificial turf or concrete expansion.

ii. The Committee acknowledges that the "split-level" architectural design of the home creates a unique challenge for appropriate decking; however, they were very concerned with the "upper deck." Although the deck appears to be a replacement of the pergola for the lower level, it extends vertically and horizontally beyond the roof of the home and appears to extend into an existing utility easement, which may be prohibited by the easement holder.

iii. The Committee was also concerned that there are no stairs from either the "mid-level deck" at the existing sliding door, or the new "upper deck," down to ground level. The stairs shown on the drawings only provide access from the proposed "mid-level deck" to the "upper deck."

iv. The Committee would consider a resubmittal that does not include the "upper deck," but does include an expansion of the "mid-level deck," including stairs to the existing ground level.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

C. **1822 MOUNTAIN MAPLE AVE** – Birdhouse Camera.

a. **DISCUSSION:**
   i. The Committee was very concerned with the proposed location of this improvement, in the front yard (reference RIGs 2.11).
   ii. The Committee noted that if this improvement was proposed in the back yard, and that the camera was pointed away from adjoining properties (e.g., into the middle of the backyard or towards the homeowner's house), that it would be acceptable.

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

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

D. **2721 CACTUS BLUFF** – Privacy Screen.

a. **DISCUSSION:**
   i. The Committee noticed that there is an existing 5' wide (side yard) and 8' wide (rear yard) utility easement that encumber this lot. The homeowner's proposal is to add a privacy screen within these easements. The Committee was concerned that no proof of acceptance of the improvement by the easement holder was provided.
   ii. The Committee was concerned with the use of latticework at the screening element above the existing fence line (reference: RIGs §2.43). The Committee recommends that either vertical or horizontal wooden slats be used in lieu of the latticework.
   iii. **APPROVAL CONDITION**. In re: Location. Either the homeowner provide proof of location acceptance by the easement holder, or the privacy screen be located outside the limits of the easement. In re: Materials. Latticework may not be used, consider either vertical or horizontal wood slats that are complimentary to the privacy screen materials.

b. **ACTION:**
   i. Motion (by: KL, 2nd by: DK) to **APPROVE, WITH CONDITIONS**.

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

E. **4742 BLUEGATE DR** – Garage Door Color.

a. **DISCUSSION:**
   i. Nothing of consequence.

b. **ACTION:**
   i. Motion (by: DK, 2nd by: CR) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

F. **9002 MARIBOU CT** – Decorative Fence.

a. **DISCUSSION:**
   i. Proposed fence design is compliant with RIGs §2.30.E.1.
   ii. **APPROVAL CONDITION**. The fence will need to be stained Highlands Ranch Fence Brown per §2.30.D.

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

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

G. **9222 SUGARSTONE CIR** – Garage Door & Pedestrian Door.

a. **DISCUSSION:**
   i. The Committee was concerned with the visual cohesion between the proposed garage door and proposed front door - the window patterns were different, with the front door having too much conflicting glass patterns.
   ii. The Committee was concerned with the color "mismatch" between the proposed garage door/proposed front door and other elements of the home.
   iii. The Committee found that the proposal was not aesthetically pleasing nor fitting with the surrounds.

b. **ACTION:**
   i. Motion (by: JR, 2nd by: CR) to **DENY**.

VOTE TALLY		
Concur	Dissent	Abstain
8	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

H. **9226 IRONWOOD** – Fence.

a. **DISCUSSION:**
   i. Staff noted that the existing double-fencing is an existing non-compliant condition, of no fault of the applicant.
      a. When the original privacy fence was installed, the existing two-rail fence was supposed to be removed by the neighbor; however, the neighbor did not participate.
      b. At the time, there was a "fence ownership" dispute between the two neighbors that was not resolved.
   ii. The Committee felt that the homeowner was entitled to ensuring their privacy that the installation of the proposed privacy fence, butted up against the existing two-rail fence, wouldn't create the "no man's land" that is a concern with "double fencing."
      a. The Committee acknowledge that approving this fence conflicts with RIGs §2.30.B.3.f, which notes "no more than one fence may be constructed on a property line."
      b. The Committee, as authorized by §10.21 of the Community Declaration, waives this requirement of the RIGs.
   iii. The Committee was concerned with the existing transitional fence piece that was installed (as required) between the 6' privacy fence and the 3' two-rail fence. The Committee suggested the fence panel used for the transition be removed and replaced with full height privacy fence so there isn't a "dip" in the fence line.
   iv. The Committee acknowledges that the "finished side" of the fence will be internal to the applicant's property.

v. **APPROVAL CONDITION**. Remove the existing "height transitional fence panel" and replace with full height privacy fence matching the proposed fence.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

ii. Motion **PASSES**.

I. **10070 KINGSTON CT** – Fence Screen.

a. **DISCUSSION:**

i. The Committee was concerned with the design creating a double-fence along the property line, which is not allowed per RIGs §2.30.B.3.f, because of the proposed "gap" between the two fence, because the proposed fencing closed (with a gate) at the front yard and connected to the rear yard fence. This creates a "strip of land" along the property line that may fall into disrepair.

ii. In lieu of the proposed fencing, the Committee suggests Thuja occidentalis 'American Pillar' or Thuja (standish x plicata) 'Green Giant' (both available in major home improvement retailers such as Home Depot and Lowe's) in a minimum 3-gallon container, spaced approximately 4.5 feet on center, and centered in line between the existing fence/property line and the patio area. As the landscaping matures, it will provide screening

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

ii. Motion **PASSES**.

J. **10087 CHARISSGLEN CT** – Deck & Cover.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

ii. Motion **PASSES**.

K. **10209 LAUREN CT** – ColoradoScape.

a. **DISCUSSION:**

i. The Committee appreciates the use of larger boulders; however, they were concerned with the monotonic use of smaller stones (reference RIGs §2.44.C, §2.94.B and §3.9).

ii. The Committee was also concerned with the lack of visual interest (minimal plantings, lacks four-season colors).

iii. The Committee recommends that the homeowner review the six "pre-approved" ColoradoScape Design Solutions provided in the RIGs and reach out to Staff for suggestions on appropriate planting species, etcetera.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
7	**0**	**1**

Notes: Abstainer noted that they will be assisting the homeowner with the design.

ii. Motion **PASSES**.

VI. STAFF COMMENTARY

A. None.

VII. ADJOURNMENT

A. With no further business the meeting was **adjourned** at **7:15 p.m**.

VIII. APPROVAL OF THESE MEETING MINUTES

A. These minutes were reviewed by the Architectural Review Committee at the September 03, 2025 Meeting.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
5	**0**	**0**

Notes: One member arrived at the 09/03/2025 meeting after the review of the minutes. Member noted they took no exceptions to the minutes (6-0-0).

ii. Motion **PASSES**.

Development Review Committee MEETING MINUTES

Meeting Date: August 13, 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 5:57 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**	✓		
Kyle **Matthews**	✓		
Erik **Okland**	✓		
Jason **Pickett**	✓		
Dawn **Vaughn**	✓		
Vacant			

☑ Also in attendance:

Woody **Bryant**, HRCA: Director of Community Improvement Services
John **Mezger**, HRCA: Commercial Compliance Technician
Trevor **Brannan**, Design Forum Architects (Discount Tires), via ZOOM
Angela **Chaplin**, Branson **Steward**, and Jim **Hendricks**, CHCC
Aurom **Mahobian** and Pejmon **Mahobian**, SK Design (CHCC)
Ben **Barella**, Haselden Construction (CHCC), via ZOOM
Tim **Layendecker**, Kirksey Architecture (CHCC), via ZOOM

II. PREVIOUS BUSINESS

A. **Review of June 11, 2025 DRC Meeting Minutes.**

a. **DISCUSSION**:

i. Nothing of significance.

b. **ACTION**:

i. A motion was made to **Approve as Presented**, the June 11, 2025 Meeting Minutes by D. **Vaughn** seconded by M. **Burmeister**.

VOTE TALLY		
Concur	Dissent	Abstain
4	**0**	**2**

Notes: K. Matthews (not in attendance at the 06/11 meeting) and J. Pickett (not a member of the Committee at the 06/11 meeting) abstained.

ii. Motion **PASSES.**

III. NEW BUSINESS

A. **Discount Tire Store** (COS #14), 1990 E County Line Rd.

a. The applicant proposes expanding the sales floor by relocating the glazing on the eastern elevation so that it is aligned flush with the edge of the mansard roof.

b. Staff presentation by W. **Bryant**.

i. Reference Staff Memo to DRC dated August 11, 2025.

c. **DISCUSSION**:

i. The Committee took no exceptions to the expansion of the sales area by relocating the eastern elevation glazing so it is flush with the edge of the mansard roof, as proposed.

ii. The Committee took no exceptions to the minor site work (e.g., removal of a portion of the existing sidewalk, asphalt, parking striping, and landscape rock and replacing these items with new materials that match the existing design).

iii. The Committee was pleased that the parapet was going to be repainted "Sherwin Williams Cotton White (SW 7104)" to match the rest of the building and took no exceptions with the inclusion of a smaller "accent band" of "Sherwin Williams Tricorn Black (SW 6258)."

iv. The consensus of Committee was that all three of the existing grey painted masonry areas (base band and the two "stripes" near the top of the wall that will be above and below the smaller Tricorn Black "accent band") must remain.

d. **ACTION:**

i. A motion was made by K. **Matthews** that **Approve with Conditions**. Seconded by M. **Burmeister**.

1. Condition: The existing grey painted masonry areas must be protected and maintained during the repainting of the parapet and painting of the new accent band.

VOTE TALLY		
Concur	Dissent	Abstain
6	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

B. **Cherry Hills Community Church** (Missions Building Project), 3900 Grace Blvd.

a. The applicant proposes the construction of a new 7,415 sq. ft. Missions Building on its campus to house a food pantry, retail area, walk-in cooler/freezer, dry storage, administrative offices, and a classroom for community education.

b. Staff presentation by W. **Bryant**.

i. Reference Staff Memo to DRC dated August 11, 2025.

c. Applicant presentation by B. **Steward**, A. **Chaplin**, and J. **Hendricks**.

d. **DISCUSSION**:

i. Program Appreciation
   1. The Committee expressed appreciation for the work of Manna Ministries and recognized its importance to the community.

ii. Landscape Design and Sun Exposure
   1. The Committee observed that the landscape design (Site Improvement Plans, reference #6) may have missed an opportunity to address afternoon sun exposure.
   2. Suggested adding more landscape coverage—such as planting additional trees or upsizing initial plantings—to provide shade sooner, noting that as designed, it may take several years for trees to mature and be effective.

iii. Parking Lot Landscaping
   1. The Committee recommended adding landscaping within both new and existing parking lot islands surrounding the improvement area.
   2. Noted that "non-functional" turf will be prohibited by state law after January 2026, and plant choices should comply.

iv. ADA Parking
   1. The Committee recommended that one of the two ADA parking spaces be sized to accommodate a van for greater accessibility.

v. Truck Loading Area
   1. The Committee expressed concern about the proposed truck loading area; the applicant noted that only panel trucks, consistent with current operations, would be used.

vi. Perishable Waste and Odor Control
   1. The Committee raised concerns about handling perishable waste and potential odors.
   2. The applicant stated that, as in current practice, perishables will be transported to the main church's trash area and disposed of in a compactor to minimize odor issues.

vii. Loading Area Screening
   1. The Committee suggested adding a landscaped berm to screen the loading area from neighboring homes.
   2. The applicant explained that significant grade changes and the stormwater sand filter placement limit berm feasibility.
   3. In lieu of a berm, the Committee suggested adding more evergreen trees or using larger specimens to provide year-round screening.

viii. Building Materials
   1. The Committee recommended incorporating more "warm" exterior materials that tie into the main building and reducing the amount of metal siding.
   2. The applicant confirmed that any metal siding will have a matte finish to reduce glare.

ix. Mechanical Equipment Noise
1. The Committee expressed concern about noise from ground-level mechanical equipment located within an open overhang area and the potential for sound echo.
2. The Project Architect noted they may consider "wrapping" the wall in this area to provide screening and sound mitigation.

e. **ACTION:**

i. A motion was made by D. **Vaughn** that **Approve as Presented, with Comments & Suggestions Offered.** Seconded by M. **Burmeister**.

VOTE TALLY		
Concur	Dissent	Abstain
6	**0**	**0**

Notes: None.

ii. Motion **PASSES**.

IV. NON-AGENDA RESIDENT COMMENTS

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

V. STAFF COMMENTARY

A. Update on remediation efforts to Grease Monkey (8665 S Quebec St).

a. J. **Mezger** provided an update on the removal of the unapproved paint on the masonry.
b. The Committee was pleased with the results.

VI. ADJOURNMENT

A. With no further business, the meeting was adjourned at 7:06 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.**

OSCA Update Committee Meeting Minutes

Minutes from July 9, 2025

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

In Attendance:

Mark Giebel

Chelsea Molitor

Dan Dertz

Jeff Kappes

Absent:

Mike Burke

Justin Olson

Agenda

1. The OSCA Committee Meeting was called to order at 3:00 p.m. A quorum was present.

2. The OSCA Committee reviewed, conducted brief introductions and reviewed the Committee Charter. Jeff Kappes agreed to review the Committee Meeting guidelines.

3. Discussion relating to the deadline of having final recommendations for revisions to the OSCA Plan and Management Implementation Plan by August 1, 2026. Various benchmarks and the CIP were reviewed.

4. The Committee determined that electronic delivery of documents is the best practice for most members.

5. Committee members reviewed the preliminary Goals and Benchmarks for the Committee. It was determined that the Committee might need to meet twice monthly, and later in the process possibly only once monthly. The meeting schedule will be discussed at the next meeting, which will also host a tour and presentation by Mark Giebel.

6. Jeff Kappes agreed to provide copies of the following documents to the Committee: Committee Charter, Committee Contact Sheet, and Conceptual Facilities Plan.

With no further business, the meeting was adjourned.

Respectfully submitted,

Jeff Kappes, OSCA Committee Chair

OSCA Update Committee Meeting Minutes

Minutes from July 24, 2025

In Attendance:

Mark Giebel

Chelsea Molitor

Dan Dertz

Jeff Kappes

Mike Burke

Absent:

Justin Olson

Agenda

1. The OSCA Committee Meeting was called to order at 1:30 p.m. A quorum was present.

2. Mark Giebel provided the Committee with a presentation and tour of the Backcountry Wilderness Area.

3. The Committee discussed setting a standard schedule for future meetings, which is twice a month on Thursday afternoons.

With no further business, the meeting was adjourned.

Respectfully submitted,

Jeff Kappes, OSCA Committee Chair

OSCA Update Committee Meeting Minutes

Minutes from August 7, 2025

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

In Attendance:

Mark Giebel
Dan Dertz
Mike Dell'Orfano
Jeff Kappes

Absent:

Mike Burke
Chelsea Molitor
Justin Olson

Agenda

1. The OSCA Committee Meeting was called to order at 2:00 p.m. A quorum was present.

2. The OSCA Committee reviewed the Conceptual Facilities Plan (CFP). There was discussion and explanation relating to the CFP. No comments or revisions were offered.

3. Discussion relating to the Backcountry Wilderness Area as well as relating to the purpose of the OSCA Committee.

4. Discussion and review of the Committee's next steps determined the OSCA Plan, Chapter 1 Goals and Policies, including the sections on Natural and Cultural Environments will be reviewed and discussed during the next regular committee meeting.

With no further business, the meeting was adjourned.

Respectfully submitted,

Jeff Kappes, OSCA Committee Chair