Meeting of the Delegates

10.21.2025
Southridge – Wildcat

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

Agenda

I.	Call to Order	6 p.m.
II.	Guest Speaker – Douglas County Sheriff's Office	6:02 p.m.
III.	Pledge of Allegiance	6:20 p.m.
IV.	Roll Call/Establishment of Quorum	6:22 p.m.
V.	Proof of Notice of Meeting	6:25 p.m.
VI.	Approval of the Meeting Minutes of Action from the September 16, 2025 Meeting of the Delegates	6:26 p.m.
VII.	Member Forum | *Three-minute time limit*	6:28 p.m.
VIII.	Continued Business • Action: Vote on the 2026 Budget • Action: Delegate CIP Vote #1	6:35 p.m.
IX.	Board of Directors Report | *Monica Wasden*	6:50 p.m.
X.	Director Comments	6:55 p.m.
XI.	General Manager Report | *Mike Bailey*	7 p.m.
XII.	New Business • Action: Vote on the 2026 Board and Delegate Meeting Calendar • Action: Vote on the 2026 Guest Speaker Schedule	7:05 p.m
XIII.	Delegate Forum | *Three-minute time limit*	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, November 18, 2025.

Meeting of the Delegates Minutes

Minutes from September 16, 2025

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

Agenda

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

President Wasden called the meeting to order at 6:01 p.m.

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

President Wasden led the meeting in the Pledge of Allegiance.

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

Conclusions:

A quorum was established; 23,731 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 August 19, 2025, Meeting **Presenter:** Members

Conclusions:

The August 2025 minutes were approved — motioned by Dennis Epperly, District 02 and seconded by Jean Rehnke, District 20. Motion carried.

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

Shana Bosler, 10705 Cliffrose Way: Resident of Firelight who shared her support for the mountain biking trails in Wildcat Regional Park.

Kevin DiPasquale, 3023 Danbury Ave: Resident of Firelight who shared his support of the mountain biking trails in Wildcat Regional Park.

Bob Marshall, 2 Jack Rabbit Place: Provided a review and update of the Special Legislative Session amendment results. He also shared there is town hall this coming Saturday, and encouraged Delegates to make sure to do their research regarding the School Board Election.

Agenda item: Preliminary Budget Discussion **Presenter:** Brice Kahler

Brice Kahler, Chief Finance Officer, presented the 2026 Draft Budget. Within his presentation:

- The Finance Committee and staff propose a 1.8% or $1.00/month total increase.
- An outline of assessment increases and CPI from 2021-2026.
- Key assumptions that were taken into consideration while preparing the 2026 Draft Budget.
- An overview of the Statement of Revenue and Expenses, Cash Flow sheet, and Net Fund Balances.
- Information regarding the payroll budget, including wage increases and adjustments.
- An overview of Reserve and Capital Expenditures at each facility and the Backcountry.
- Time was allotted for Q&A.

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

None

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

Monica Wasden – Thanked Brice Kahler, staff, and the Finance Committee for their work on the 2026 Budget.

Leo Stegman – Shared that HRCA is extremely fortunate for the entire teams efforts on the budget and transparency around financials.

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

General Manager Mike Bailey thanked staff for their work on the budgeting process, including Brice Kahler, CFO, for his involvement in each department area of the budget. Bailey shared information on damage that was found above the leisure pool at Eastridge, and an update on the Westridge Renovation. The timeline for completion is October 2025.

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

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

- Information regarding the process and Delegate involvement for Wildcat Regional Park.
- An overview of community response and feedback.
- An outline of the park as an amenity and the financial benefits of this project.
- The Community Involvement Process and timeline.

- Information regarding the conservation areas within the Backcountry, and natural resource considerations that have been taken into account.
- Trail system details, proposed additions, and examples of similar bike skill areas.
- Parking lot information and details.

Agenda item: Continued Business Members

Action:

Vote to change Delegate Forum to 5-minutes

- Motion to change the Delegate forum form 3-minutes to 5-minutes was made by Mike Woodland, District 111, and seconded by Mike Millington, District 108.
- Time was allotted for Delegates discussion and comments.
- A lot count vote was conducted: 11,394 votes in favor and 12,287 opposed to changing the Delegate forum from 3-minutes to 5-minutes. Motion Failed.

Agenda item: New Business Monica Wasden

Dennis Epperly, District 2: Shared he has received several complaints from neighbors within his district regarding the new internet/broadband being installed in Highlands Ranch. Many people are frustrated regarding the markings that are creating an eyesore. Dennis was curious if other Delegates have received complaints. General Manager Mike Bailey commented that this is a utility easement and that HRCA has no jurisdiction over the project. Staff will include contact information in the recap so residents can voice their concerns directly to the company.

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

None

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

Conclusions:

Motioned by Greg Herman representing District 17 and seconded by Bethany Koch representing District 49. The Meeting of the Delegates was adjourned to 7:31 p.m.

Respectfully submitted,

Jim Allen, Secretary

DISTRICT DELEGATE ROLL CALL
MEETING DATE : September 16, 2025
RECORD DATE: September 16, 2025

							Vote to Change Forum to 5-minutes			
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	O	297	-	297		-	297	-
2	DENNIS EPPERLY	X	F	266	266	-		266	-	-
3	EDWARD FABIANO			184	-	-	-	-	-	-
4	TERESA ISAAK (Stratton Ridge)			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	F	295	295	-	295	295	-	-
8	VACANT (Chalet)			97	-	-	-	-	-	-
9	DIANA PERKINS (Remington Bluffs)	X		50	50	-	-	-	-	-
10	SAMUEL BENTZ			143	-	-	-	-	-	-
11	PATRICIA LONG	X	F	251	251	-	251	251	-	-
12	CONNIE ROSEL (Falcon Hills) *			113	-	-	-	-	-	-
13	LORRIE VOLKEL	X	F	199	199	-	199	199	-	-
14	TAMMY KELLY	P	O	185	-	185	185		185	-
15	ERIC EICHER	X	O	200	200	-	200	-	200	-
16	ELIZABETH STROCK	X	F	105	105	-	105	105	-	-
17	GREG HERMAN	X	O	166	166	-	166	-	166	-
18	CHANAN BRAUNSTEIN			318	-	-	-	-	-	-
20	JEAN REHNKE	X	O	208	208	-	208	-	208	-
21	ANDREW CURRIER			189	-	-	-	-	-	-
22	BRYAN WALSH *			132	-	-	-	-	-	-
23	MICHAEL MEEHAN	X	F	142	142	-	142	142	-	-
24	CONNIE ROSEL *			83	-	-	-	-	-	-
25	ANDY JONES			438	-	-	-	-	-	-
26	JOHN MEZGER	X	F	183	183	-	183	183	-	-
27	KYLE ANHORN	X	F	242	242	-	242	242	-	-
28	BRYAN WALSH *			48	-	-	-	-	-	-
30	JOE AHLGRIM (Timberline)	X	O	368	368	-	368	-	368	-
40	FRANK IMPINNA *	P	F	368	-	368	368	368	-	-
41	FRANK IMPINNA *	P	F	366	-	366	366	366	-	-
49	BETHANY KOCH	X	F	291	291	-	291	291	-	-
50	LINDA MALLETTE (Gleneagles)	X	F	345	345	-	345	345	-	-
51	SID BASU			253	-	-	-	-	-	-
52	CLINTON CAVE	P	O	234	-	234	234		234	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	PATRICIA CALLIES	X	O	181	181	-	181	-	181	-
61	JEFF ROHR	X	F	105	105	-	105	105	-	-
62	KIM HARP	X	F	197	197	-	197	197	-	-
63	KATHY LANDGRAVE			51	-	-	-	-	-	-
64	RUSSELL KING	X	F	130	130	-	130	130	-	-
65	DON WOODLAND			96	-	-	-	-	-	-
66	JEFF ROHR	X	F	224	224	-	224	224	-	-
68	LISA ARROYO			152	-	-	-	-	-	-
69	FRANK IMPINNA *	P	F	182	-	182	182	182	-	-
70	TERI HJELMSTAD (The Village)	X	F	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			420	-	-	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	CONNIE MANZER (The Retreat)	X	F	101	101	-	101	101	-	-

							Vote to Change Forum to 5-minutes			
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	O	1,533	1,533	-	1,533	-	1,533	-
81	AL BONNEAU			20	-	-	-	-	-	-
82	KURT HUFFMAN			778	-	-	-	-	-	-
83	ANDY NATALIE	X	F	180	180	-	180	180	-	-
84	JESSICA ALLEN	X	O	705	705	-	705	-	705	-
85	DEBORAH SPICER			784	-	-	-	-	-	-
86	DAWN KEATING	X	O	1,290	1,290	-	1,290	-	1,290	-
87	JENNIFER HARRIS (Indigo Hill)	X	O	481	481	-	481	-	481	-
88	CAROLYN GROOM (Weatherstone)	X	F	294	294	-	294	294	-	-
89	MARY KAY COURTNEY (Villages at H.R.)	P	O	323	-	323	323		323	-
90	BRANDON WHITE (Spaces)			250	-	-	-	-	-	-
91	GINGER NIXT (Settlers Village)			199	-	-	-	-	-	-
92	MICHELLE RATCLIFF (Canyon Ranch)	X	F	440	440	-	440	440	-	-
93	JENNIFER PARK			260	-	-	-	-	-	-
94	AL PELKOWSKI (Westridge Knolls	P	O	617	-	617	617	-	617	-
95	TOM HALL (Coventry Ridge)	X	O	56	56	-	56	-	56	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	PATRICIA CALLIES	X	O	336	336	-	336	-	336	-
98	LISA KIRWAN (Sundance @ Indigo Hill)			225	-	-	-	-	-	-
99	MICHAEL PETRUCCELLI (Carlyle Park)			213	-	-	-	-	-	-
100	GAIL FRANCES	X	F	177	177	-	177	177	-	-
101	PATRICIA CALLIES*	X	O	111	111	-	111	-	111	-
102	VACANT			202	-	-	-	-	-	-
103	JAC LEBBS	X	F	401	401	-	401	401	-	-
104	CHRIS WICKS	X	O	532	532	-	532	-	532	-
105	JOSEPH ADEN	X	F	353	353	-	353	353	-	-
106	RYAN LEAHY			226	-	-	-	-	-	-
107	HENRY HOLLENDER (HR Golf Course)	P	F	579	-	579	579	579	-	-
108	MIKE MILLINGTON	X	F	208	208	-	208	208	-	-
109	ANGELA STEGMAN (Backcountry)	X	O	1,252	1,252	-	1,252	-	1,252	-
110	MARK DICKERSON (Stonebury)			87	-	-	-	-	-	-
111	MIKE WOODLAND (Firelight)	P	F	1,863	-	1,863	1,863	1,863	-	-
112	PATTIE MCGUINNESS (Highland Walk)	X	F	298	298	-	298	298	-	-
113	ELIZABETH STULZ	X	F	517	517	-	517	517	-	-
114	CLAY KARR (The Hearth)	X	F	1,652	1,652	-	1,652	1,652	-	-
115	COLIN CAMPBELL (Brownstones)	X	F	359	359	-	359	359	-	-
116	ROBERT STRAUSS (Tresana)	X	O	557	557	-	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	17,407	6,324	23,681	11,394	12,287	-
	QUORUM 50% +1			*15,968*				*23,731*	*67%*	

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

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

2026 DELEGATE AND BOARD MEETING SCHEDULE

MONTH	DATE	DAY OF THE WEEK	DETAILS
January	12	Monday	3:30 p.m. Board Working Session
	20	Tuesday	6 p.m. Delegate/Board Meeting
February	9	Monday	3:30 p.m. Board Working Session
	17	Tuesday	6 p.m. Delegate/Board Meeting
March	9	Monday	3:30 p.m. Board Working Session
	24*	Tuesday	6 p.m. Delegate/Board Meeting
April	10	Friday	9 a.m. Board Vision Retreat
	21	Tuesday	6 p.m. Delegate/Board Meeting
May	11	Monday	3:30 p.m. Board Working Session
	19	Tuesday	6 p.m. Delegate/Board Meeting
June	8	Monday	3:30 p.m. Board Working Session
	16	Tuesday	6 p.m. Delegate/Board Meeting
July	13	Monday	3:30 p.m. Board Working Session
	21	Tuesday	6 p.m. Delegate/Board Meeting
August	7	Friday	9 a.m. Board Vision Retreat
	18	Tuesday	6 p.m. Delegate/Board Meeting
September	14	Monday	3:30 p.m. Board Working Session
	22*	Tuesday	6 p.m. Delegate/Board Meeting
October	12	Monday	3:30 p.m. Board Working Session
	20	Tuesday	6 p.m. Delegate/Board Meeting
November	9	Monday	3:30 p.m. Board Working Session
	16	Tuesday	6 p.m. Delegate/Board Meeting
December	8	Tuesday	Volunteer Appreciation Event

The Board of Directors meeting immediately follows the monthly Tuesday, 6 p.m. Delegate meeting. All Board Working Session/Vision Retreats are held at Eastridge. All Delegate/Board meetings are held at Southridge. The meetings listed above, and all other HRCA Committee meetings are open to our members.

2026 DELEGATE GUEST SPEAKER SCHEDULE

MONTH	DATE	DAY OF THE WEEK	GUEST SPEAKER
January	20	Tuesday	Douglas County District Attorney
			Staff: *Human Resources*
February	17	Tuesday	Highlands Ranch Metro District
			Staff: *Aquatics*
March	24	Tuesday	Douglas County Public Works Department
			Staff: *Operations*
April	21	Tuesday	Legislative Update
			Staff: *Community Improvement Services*
May	19	Tuesday	Douglas County Commissioners
			Staff: *Events*
June	16	Tuesday	Centennial Water
			Staff: *Sports & Fitness*
July	21	Tuesday	State Demographer
			Staff: *Marketing & Communications*
August	18	Tuesday	South Metro Fire Department
			Staff: *Backcountry*
September	22	Tuesday	Budget Presentation
			Staff: *Safety & Training*
October	20	Tuesday	Douglas County Sheriff's Office
			Staff: *Arts & Education*
November	16	Tuesday	Douglas County School District
			Staff: *HRCA 2026 Review*
December	8	Tuesday	Volunteer Appreciation Event

The above schedule is subject to change due to availability.

Meeting of the Board Agenda

10.21.2025
Southridge - Wildcat

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

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 September 2025
    - Approval of the Finance Committee Minutes from August 2025
    - Approval of Architectural Review Committee Minutes of September 2025
    - Approval of OSCA Update Committee Minutes of September 2025
    - Approval of Appointment of Doug MacLeod to the Finance Committee
    - Approval of the 2026 Delegate and Board Meeting Schedule
    - Approval of the 2026 Guest Speaker Schedule
    - Approval of the 2026 Closure Schedule
    - Approval of the 2026 Holiday Schedule
    - Approval of the 2026 Election Cycle Schedule

V. Member Forum
VI. Director Comments
VII. Committee Reports
    - Delegate Meeting
    - Finance Committee:
        - Review of and approval of the September 2025 Financials.

VIII. General Manager Report
IX. Continued Business
    - Action: Vote on the 2026 Budget

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, November 18, 2025.

Meeting of the Board Minutes

Minutes from September 16, 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, and Leo Stegman were present. Directors Jim Allen and Todd Landgrave were excused.

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

Conclusions:

Dan Brown confirmed the Proof of Notice of Meeting.

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

Action Items:

- Approval of Board Meeting Minutes of Action from August 2025
- Approval of Finance Committee Minutes from July 2025
- Approval of Architectural Review Committee Minutes from August 2025
- Approval of Development Review Committee Minutes from August 2025
- Approval of OSCA Update Committee Minutes from July and August 2025

Conclusions:

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

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

Discussions:

None

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

Discussions:

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

Discussions:

Delegate Meeting: No action was taken.

Finance Committee: Brice Kahler presented the August 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 August 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 Dan Brown and seconded by Leo Stegman.

Respectfully submitted,

Jim Allen

Architectural Review Committee
MEETING MINUTES

Meeting Date: September 03, 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 **5:32 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)	✓			Arrived during §V.A.
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
Caleb **Cameron** (CC), HRCA: Residential Improvement Specialist
Woody **Bryant** (WB), HRCA: Director of Community Improvement Services
Jim **Creaser**, Homeowner/Observer (9462 Pendleton Drive), via: ZOOM

II. REVIEW OF MINUTES

A. The **August 20, 2025 Meeting Minutes** were reviewed.
  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 after the review of the minutes. Member noted that they took no exceptions to the minutes as presented (6-0-0).

    ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. Three tribunals were held on August 21, 2025. None are based on ARC Decisions, all are Covenant Compliance appeals.
   a. One included a negotiated agreement during the Tribunal. Rulings on the other two are expected this week.

IV. RESIDENTIAL APPOINTMENTS

A. **10754 Middlebury Way** – Paint.

a. **DISCUSSION:**
   i. Venkata Raghavan Durgempudi (homeowner) was expected to present but later called JW and noted that he could not attend.
   ii. JW noted that the requested trim and accent colors were common and acceptable; however, the requested base color is not one she'd seen before. She noted that she presented alternative, but similar colors to the homeowner; however, the homeowner wouldn't engage. The homeowner requested that their preferred color be brought before the Committee for review.
   iii. The Committee agreed with JW that the preferred trim and accent colors were acceptable.
   iv. The Committee reviewed an 18"+ square paint sample prepared by JW. There was extensive discussion on the brightness of the preferred color, with the consensus being that the preferred color was too bright.

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

VOTE TALLY		
Concur	Dissent	Abstain
5	**1**	**0**

Notes: Dissenting member felt the preferred body color was acceptable.

   ii. Motion **PASSES**.

V. NEW BUSINESS

A. **107 Falcon Hills Drive** – Landscaping and Exterior Improvements.

a. **DISCUSSION:**
   i. JW noted that she brought this application to the Committee because of the extent of improvements proposed. She noted that the submittal included painting of the home and extensive landscaping, with the colors proposed being common and acceptable and the landscaping palette of materials being professionally selected and acceptable. The Committee agreed.
   ii. The Committee questioned the solid-strip LED lighting above the garage door "eyebrow;" however, the consensus was that the lighting in this nominal area met the intent of RIGs §2.44.E (downward facing, under soffit, in a track).

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

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

Notes: None.

   ii. Motion **PASSES**.

B. **500 Emberglow Lane** – Pool (Home Not Yet Built)

a. **DISCUSSION:**
   i. The Committee was concerned that this is currently an undeveloped lot with no primary (e.g., house) structure. Without the primary structure, this improvement would be a non-compliant accessory use.
   ii. **APPROVAL CONDITION**. Primary structure (e.g., house) must be constructed before or at the same time as this proposed improvement.

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

   ii. Motion **PASSES**.

C. **8963 Round Rock** – Pergola.

a. **DISCUSSION:**
   iii. The Committee was concerned with the quantity of lattice proposed, and its durability and longevity. The Committee was also concerned with the use of the shade sail for a roof, especially for snow loads. Lastly, the Committee was concerned with the minimal height of the structure.

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

   ii. Motion **PASSES**.

D. **9271 Camelback St** – Xeriscape (ColoradoScape)/Artificial Turf.

a. **DISCUSSION:**
   i. JW explained that this submittal was made based on a Covenant Compliance Action ("Submittal Required") because the artificial turf was observed on the driveway. This review is for a "post installation" approval since much of the work in the backyard is already complete.
   ii. The Committee was concerned with the extent of mulch area in the backyard (plans provided show 63% of coverage, RIGs §3.15 notes a maximum of 50% is allowed in rear yards). The Committee was discouraged that there were no plantings proposed within this large mulched are to provide greater visual interest. To offset the overage in mulch area, several four-season plantings (e.g., mugo pines, etc…) need to be included. Options also include installation of large boulders to provide visual interest.
   iii. The Committee noted that the photographs provided of the work completed to date don't match the nominal plans provided. The Committee understood that the plans were conceptual; however, more detail is required on the plans for the Committee's review.
   iv. The Committee was concerned with the large sand area at the rear corner of the home. The Committee acknowledged that this may be a "works in progress;" however, the plans don't clearly delineate what's proposed for this area.
   v. The Committee took no exceptions to the artificial turf (type or quantity) that was installed.

vi. The Committee is requesting the submittal of a more detailed and substantial plan that shows what is proposed, including plantings within the large mulch area.

b. **ACTION:**

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

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

Notes: None.

ii. Motion **PASSES**.

VI. STAFF COMMENTARY

A. None.

VII. ADJOURNMENT

A. With no further business the meeting was **adjourned** at **6:06 p.m**.

VIII. APPROVAL OF THESE MEETING MINUTES

A. These minutes were reviewed by the Architectural Review Committee at the September 17, 2025 Meeting.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
5	**0**	**3**

Notes: Abstentions are from members that were not present at the meeting.

ii. Motion **PASSES**.

Minutes

August 18, 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 July 21, 2025, Finance Committee meeting minutes.

   A motion was made to accept the July 21, 2025, HRCA Finance Committee meeting minutes as presented. The motion was approved unanimously.

   Motion: Jennifer Harris Second: Erik Vaska

3. The Finance Committee reviewed and discussed the July 31, 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 $68K (0.3% to budget); consolidated expenses exceed budget YTD by $76K (0.4% to budget.). Taking out non-cash depreciation and loss on disposal we are $71K ahead of budget. $4.1M of capital expenditures have been made YTD, predominantly Westridge renovation. Recreation programs are running ahead of budget, although there is some softening in the youth sports market.

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

Motion: Leighton Stephenson Second: Ron Welk

4. Brice Kahler presented proposed updates to the Fund Management and Reserve Policy. The policy is being updated to calculate minimum fund balances based on anticipated future reserve expenditures as opposed to historical reserve expenditures. The Board of Directors will approve final version at the September meeting.

5. Brice Kahler presented the long-term forecast review of fund balances under both the current policy (based on prior three years of actual expenditures) and the proposed policy (based on succeeding three years of forecasted expenditures). Key assumptions include inflationary cost increases and 2% - 3% annual assessment increases.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Controller

Architectural Review Committee MEETING MINUTES

Meeting Date: September 17, 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 **5:32 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)	✓			
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
Caleb **Cameron** (CC), HRCA: Residential Specialist
Rocio **Lucey** (RL), Homeowner re: §IV.A
Rudy **Olave** (RO), Contractor re: §IV.A
Tina **Ruggiero** (TR), Homeowner re: §IV.B
Bryan **Sousa** (BS), Homeowner re: §IV.B

II. REVIEW OF MINUTES

A. The **September 03, 2025 Meeting Minutes** were reviewed.
   a. **DISCUSSION**:
      i. Nothing of consequence.
   b. **ACTION:**
      i. Motion (by: PC, 2nd by: PG) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
5	**0**	**3**

Notes: Abstentions were from members not in attendance at the 09/03/2025 ARC Meeting.

      ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. Tribunal Hearing scheduled for Thursday, September 18, 2025 regarding ARC Actions:
   a. ARC Denial (08/06/2025) of miscellaneous back yard and side yard concrete areas.

IV. RESIDENTIAL APPOINTMENTS

A. **3258 Oak Leaf Pl** (Lucey) – Sunroom & Deck.

a. **DISCUSSION:**

i. Staff noted the following to the Committee:

a. A sunroom is treated as a habitable enclosed structure under both Douglas County Building Code and the Highlands Ranch Planned Development Guide. Unlike decks or porches, which are specifically allowed limited encroachments into required setbacks, a sunroom must comply with the full setback, lot coverage, and height standards of the Planning Area where it is located. Because it is enclosed and designed for year-round occupancy, the County classifies it as an addition to the dwelling, not as an accessory encroachment.

b. Accordingly, while an open deck may extend into setbacks per County allowances, a sunroom cannot. Any proposal for a sunroom must be reviewed as a building addition, requiring compliance with front, side, and rear yard setbacks, submission of appropriate County building permits, and ARC approval. Approval from the PA-20 Sub-Association may also be required.

ii. The homeowner described their proposal and described meeting with the Committee as a "fact finding" submittal on what would be allowed.

iii. The Committee reiterated what Staff noted. There was discussion about possible solutions to make "sun room" a non-habitable area (e.g., deck with screens).

iv. The Committee agreed that there was insufficient final design information presented for a motion. Staff recommended the application review by tabled until the applicant has had the opportunity to further define their proposal. Staff also noted that they would work with the Applicant (not further Application Review Fee would be assessed) to bring a final design product back to the Committee.

b. **ACTION:**

i. Motion (by: PG, 2nd by: JR) to **TABLE REVIEW**.

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

Notes: None.

ii. Motion **PASSES**.

B. **6 Red Tail Dr** (Ruggiero) – RV Garage.

a. **DISCUSSION:**

i. Staff Noted the following to the Committee:

a. A proposed detached RV garage (30'×20' footprint, 20' height) falls under accessory building standards in both Douglas County zoning and the Highlands Ranch PDG. At the County level, accessory garages must comply with the Planning Area 29 development standards (setbacks, lot coverage, max 20' height). While Douglas County allows detached garages by right within these limits, placement in the front yard is only permissible if the full front setback is met.

b. HRCA's Residential Improvement Guidelines (RIGs) are more restrictive. They limit accessory buildings to one small shed (≤8'×10'×8.5'), require placement in the most unobtrusive location (typically rear/side yard), and mandate screening. Any structure of the size proposed would require a variance and is unlikely to meet the RIG criteria, especially if located in the front yard. County compliance is necessary, but ARC review will apply the stricter RIG standards. In addition, approval from the Falcon Hills Sub-Association may be required.

ii. The homeowner presented their project and described various structure positions they reviewed with their neighbors, including the addition of a second driveway connection to Red Tail Drive with the RV Garage being parallel to their property line. The homeowner felt that option was more visually intrusive, especially to the neighbor.

iii. The homeowner noted that they'd recently installed landscaping parallel to their property line to better define their property limits for the neighbor (long distance owner, property is a rental) and prevent trespass.

iv. The homeowner described their intent to tie select architectural elements from their main home into the RV Garage detailing.

v. The Committee was concerned with the size of the structure; however, they recognized the size of the property and that all required setbacks were being met. The Committee discussed recent "accessory building" applications that were reviewed (e.g., large pool house) but noted those were all "rear yard" improvements. In contrast, this proposal is a "front yard" improvement.

vi. The Committee acknowledged the mature landscaping near the home, which prevents the garage from being closer to/parallel to the main home. The Committee recognizes that the current alignment utilizes the existing driveway "turn around" well.

vii. Necessary Variance: Per RIGs §2.2.B, the maximum size allowed for an "Accessory Structure" is 8' by 10' by 8½' in height. The proposed structure is 20' x 30' by 20' in height.

b. **ACTION:**

i. Motion (by: JL, 2nd by: KL) to **APPROVE WITH VARIANCE**.

VOTE TALLY		
Concur	Dissent	Abstain
7	1	0

Notes: Dissenting member was concerned with size and siting (too close to property lines, distant from home).

ii. Motion **PASSES**.

V. NEW BUSINESS

A. **651 Emberglow Ln** – Exterior Shades.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

ii. Motion **PASSES**.

B. **703 Emberglow Ln** – Drainage.

a. **DISCUSSION:**

i. The Committee was concerned with the combined roof-drains in the rear of the homes creating a "point discharge" near the rear property line.

a. "Point discharge" may cause erosion, which will create an unsightly area. The Committee recommends that the discharge point to relocated into the lawn area to allow the discharge to dissipate.

ii. The Committee was concerned with the combined roof-drain and trench drain in the front of the home.

a. Although the project narrative notes that this system will connect to existing infrastructure, there was nothing shown on the plans showing this connection. There is no "point of discharge" shown.

b. The Committee recommends that the homeowner's engineer show this connection and ensure the connection is to a storm system, not a sanitary sewer system. Highlands Ranch Meto District does not allow exterior storm sewer system to connect to the sanitary sewer infrastructure.

iii. **APPROVAL CONDITION**. Relocate rear yard discharge point into grassed area. Show front yard discharge point into existing infrastructure (or other point of discharge - ensuring neighboring properties are not adversely affected.

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

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

Notes: None.

   ii. Motion **PASSES**.

C. **1491 Beacon Hill** – Storage Shed.

a. **DISCUSSION:**
   i. The proposed location (back yard, next to house, at walk-out basement level) is well hidden and there is existing landscaping that will screen it.
   ii. Necessary Variance: Per RIGs §2.2.B, the maximum size allowed for an "Accessory Structure" is 8' by 10' by 8½' in height. The proposed structure is 10' x 12' by 8' in height.

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

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

Notes: None.

   ii. Motion **PASSES**.

D. **2680 Rockbridge Dr** – Permanent Lighting.

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

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

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

Notes: None.

   ii. Motion **PASSES**.

E. **8762 Mourning Dove Ln** – Swim Spa.

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

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

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

Notes: None.

   ii. Motion **PASSES**.

F. **9953 Clairton St** – Patio Cover.

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

b. **ACTION:**
   i. Motion (by: JL 2nd by: JB) to **APPROVE AS PRESENTED**.

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

Notes: None.

   ii. Motion **PASSES**.

VI. STAFF COMMENTARY

A. None.

VII. ADJOURNMENT

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

VIII. APPROVAL OF THESE MEETING MINUTES

A. These minutes were reviewed by the Architectural Review Committee at the October 01, 2025 Meeting.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

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

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

Notes: CR Abstained since he was not present at this Meeting.

ii. Motion **PASSES**.

OSCA Update Committee Meeting Minutes

Minutes from September 11, 2025

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

In Attendance:

Mark Giebel
Dan Dertz
Justin Olson
Jeff Kappes

Absent:

Mike Burke
Chelsea Molitor
Mike Dell'Orfano

Agenda

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

2. Review and Discussion of Chapter 1 of the OSCA Plan:

- The Committee discussed and confirmed the assignments given at the August 28, 2025, meeting.
- Short updates on review and revisions were made by all present. Not much progress was made due to the members' busy schedules.
- The Committee decided to cancel the next regular meeting, September 25, 2025, and allow for more time for the committee to make revisions. As such, the next regular meeting will be held on October 9, 2025.
- Jeff Kappes will work with Theresa Hill to convert the original OSCA Plan to an editable document for review. The updated version will be provided to the committee as soon as possible.

With no further business, the meeting was adjourned.

Respectfully submitted,

Jeff Kappes, OSCA Committee Chair

September 5, 2025

Highlands Ranch Community Association (HRCA)
Attn: Brice Kahler, Chief Financial Officer
9568 University Boulevard
Highlands Ranch, CO 80126

Dear Mr. Kahler:

I am interested in voluntarily serving as an HRCA Finance Committee member. As a recent retiree, I would like to contribute to the ongoing success of the Highlands Ranch Community Association.

My wife, two sons and I have made Highlands Ranch our home for the past 17 years, plus another 6 years previously, before an intervening job transfer to Connecticut. Both of our sons graduated from Rock Canyon High School and we have loved everything that Highlands Ranch offers. We have always been impressed with everything that the HRCA does and its ability to do such an outstanding job while keeping quarterly fees reasonable.

I believe my experience and skills would be a good fit to serve as an HRCA Finance Committee member. My 34-year career in finance and accounting began as a staff accountant and I have progressed through many increasing areas of responsibility culminating in a Chief Financial Officer position with the Regional Transportation District (RTD). I have 19 years of experience in the private sector and 15 years of experience in the public sector.

I am very well-versed in current accounting practices, financial reporting, budgeting and several other areas, as shown in my resume. I enjoy reviewing and understanding financial information and collaborating with others to discern the most efficient, value-added and fiscally sustainable approaches going forward.

I have a great deal of experience working with Board members from my positions with RTD in which I regularly prepared and presented financial information in a manner that was understandable and informative. In addition, I often met with community members, state legislative committees and many others to communicate financial information and answer questions. I have also served for over ten years as a member of a Board of Trustees for benefit trusts for RTD. I am very familiar with and have practiced Roberts Rules of Order and understand the roles of committee members, the Board and staff.

I am interested in serving as an HRCA Finance Committee member and hope that my application will be considered. I look forward to meeting with you and am excited about this opportunity.

Thank you!

Sincerely,

Doug
MacLeod

DOUG MACLEOD, CPA, MBA

Experience

Retired
March 28, 2025 – Current

Regional Transportation District – Denver, CO
2010 - 2025

Chief Financial Officer
April 2021 – March 2025

- Oversight for all financial operations, reporting, budgets/forecasts, audits and organizational fiscal sustainability
- $1.3 billion budget, $9.3 billion fixed assets, $3.3 billion net position
- Responsible for Board Finance and Audit Committees
- Board Trustee for five employee benefit trusts including health and welfare, retirement and pension plans for 3,500 employees
- Ensured optimal financial performance including debt and investment management
- Federal, state and local grant administration
- 172 finance department employees

Controller
May 2010 – March 2021

- Responsible for financial reporting, audits, cash management, budget/forecast development
- Preparation and presentation of Board materials
- Board Trustee for five employee benefit trusts including health and welfare, retirement and pension plans for 3,500 employees
- Coordination and completion of audits and regulatory reviews
- Financial analysis, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) adherence
- Oversight of general ledger accounting, payroll, receivables, payables, asset management, debt and investments and revenue management

Archstone-Smith – Englewood, CO

Senior Accounting Supervisor
September 2008 – January 2010

- Financial reporting, budgeting and forecasts for joint ventures
- Improvement of efficiency, accuracy and timeliness of reporting with joint venture partners and creditors
- Development of account reconciliations and intercompany balancing
- Oversight of joint venture audits and audited financial statements and footnotes

Response Insurance Company – Meriden, CT
January 2008 – March 2008

- Coordinated and completed statutory reporting and filing requirements for multiple states
- Oversight and data verification of newly implemented statutory financial reporting software
- Ensured newly enacted NAIC and state filing reporting requirements were met
- Identified, researched and reported variances in risk-based capital, IRIS ratios and edit checks
- Managerial oversight of four statutory accountants

American Medical Response – Englewood, CO
1999 – 2007

Vice President of Finance – New Haven, CT
May 2004 – October 2007

- Responsible for all accounting, finance, budgeting and forecasting in the 23 state East Region consisting of $450 million in revenue and 7,500 employees
- Completed month, quarter and year-end financial close
- Oversight of capital budget and procurement approval
- Reviewed financial performance and implemented cost reduction initiatives
- Evaluated underperforming operations and performed necessary reallocation of assets
- Orchestrated financial evaluation and entrance into new markets
- Coordinated with corporate accounting to complete consolidated and small audits, implement Sarbanes Oxley and contribute to MD&A
- Ensured complete and timely state financial reporting requirements were made and inquiries addressed
- Managerial oversight of 15 employees in finance, purchasing, payroll and reporting

Director of Finance – Englewood, CO
October 2001 – April 2004

- Directed accounting and financial function for eight divisions with $250 million in revenue and over 4,000 employees
- Responsible for regional accounting, monthly close, payroll, audits and financial reporting and analysis
- Coordination and compilation of regional budgets and forecasts
- Responsible for pro-forma financial analysis, due diligence, contract proposal reviews and statistical analysis
- Directed consolidation of regional accounting function, operational restructurings and ERP system conversions
- Managerial oversight of four employees in finance, timekeeping and payroll

Corporate Manager of Financial Analysis – Englewood, CO
January 1999 – September 2001

- Responsible for internal and external consolidated monthly financial and weekly statistical reporting for over 30 divisions
- Established guidelines and coordinated and compiled national budgets and forecasts
- Developed weekly cash flow modeling and performed ad hoc projects for parent company
- Managerial oversight of two financial analysts

Guaranty National Companies – Englewood, CO
1992 - 1998

Statutory Accountant
January 1995 – December 1998

- General ledger accounting and reconciliations
- Assist with preparation of statutory financial statements

Financial Accountant
January 1992 – December 1994

- General ledger accounting and reconciliations
- Assist with preparation of GAAP financial statements

Skills

- Microsoft Office applications
- Oracle General Ledger
- Executive level presentations and collaboration

Education and Certifications

Master of Business Administration (MBA), Finance and Accountancy - 1996
Regis University, Denver, CO

Bachelor of Arts (BA), Accountancy - 1991
Fort Lewis College, Durango, CO

Certified Public Accountant (CPA) – Colorado
Active license 17252

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Doug   Last Name: MacLeod

Home Phone #: ____________   Email Address: ____________

Address: ____________

City: Highlands Ranch, CO   Zip Code: 80130

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

2. Please check the committee for which you are applying:
   Architectural Committee   Development Review Committee   Finance Committee   Tribunal Hearings Panel
   Other ____________

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

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

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

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

7. If yes, which committee and when?

____

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

I have 34 years of finance and accounting experience with my most recent position being the Chief Financial Officer of the Regional Transportation District (RTD) before retiring in March 2025. I have an active Colorado CPA license and would like to "give back" by contributing to this important

9. Please attach a current resume.

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

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

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

Signature: ____________ Date 09/05/2025

For office use only:

Received by: ____________ Date: ____________

☐ Application ☐ Resume ☐ Letter of Interest ☐ COI Disclosure

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

2026 DELEGATE GUEST SPEAKER SCHEDULE

MONTH	DATE	DAY OF THE WEEK	GUEST SPEAKER
January	20	Tuesday	Douglas County District Attorney
			Staff: *Human Resources*
February	17	Tuesday	Highlands Ranch Metro District
			Staff: *Aquatics*
March	24	Tuesday	Douglas County Public Works Department
			Staff: *Operations*
April	21	Tuesday	Legislative Update
			Staff: *Community Improvement Services*
May	19	Tuesday	Douglas County Commissioners
			Staff: *Events*
June	16	Tuesday	Centennial Water
			Staff: *Sports & Fitness*
July	21	Tuesday	State Demographer
			Staff: *Marketing & Communications*
August	18	Tuesday	South Metro Fire Department
			Staff: *Backcountry*
September	22	Tuesday	Budget Presentation
			Staff: *Safety & Training*
October	20	Tuesday	Douglas County Sheriff's Office
			Staff: *Arts & Education*
November	16	Tuesday	Douglas County School District
			Staff: *HRCA 2026 Review*
December	8	Tuesday	Volunteer Appreciation Event

The above schedule is subject to change due to availability.

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

2026 DELEGATE AND BOARD MEETING SCHEDULE

MONTH	DATE	DAY OF THE WEEK	DETAILS
January	12	Monday	3:30 p.m. Board Working Session
	20	Tuesday	6 p.m. Delegate/Board Meeting
February	9	Monday	3:30 p.m. Board Working Session
	17	Tuesday	6 p.m. Delegate/Board Meeting
March	9	Monday	3:30 p.m. Board Working Session
	24*	Tuesday	6 p.m. Delegate/Board Meeting
April	10	Friday	9 a.m. Board Vision Retreat
	21	Tuesday	6 p.m. Delegate/Board Meeting
May	11	Monday	3:30 p.m. Board Working Session
	19	Tuesday	6 p.m. Delegate/Board Meeting
June	8	Monday	3:30 p.m. Board Working Session
	16	Tuesday	6 p.m. Delegate/Board Meeting
July	13	Monday	3:30 p.m. Board Working Session
	21	Tuesday	6 p.m. Delegate/Board Meeting
August	7	Friday	9 a.m. Board Vision Retreat
	18	Tuesday	6 p.m. Delegate/Board Meeting
September	14	Monday	3:30 p.m. Board Working Session
	22*	Tuesday	6 p.m. Delegate/Board Meeting
October	12	Monday	3:30 p.m. Board Working Session
	20	Tuesday	6 p.m. Delegate/Board Meeting
November	9	Monday	3:30 p.m. Board Working Session
	16	Tuesday	6 p.m. Delegate/Board Meeting
December	8	Tuesday	Volunteer Appreciation Event

The Board of Directors meeting immediately follows the monthly Tuesday, 6 p.m. Delegate meeting. All Board Working Session/Vision Retreats are held at Eastridge. All Delegate/Board meetings are held at Southridge. The meetings listed above, and all other HRCA Committee meetings are open to our members.

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

2026 FACILITY CLOSURES

Full-Day All Facility Closures	
New Year's Day	Thursday, January 1
Easter Sunday	Sunday, April 5
Thanksgiving Day	Thursday, November 26
Christmas Day	Friday, December 25

Holiday Modified Hours		
Super Bowl	Sunday, February 8	5 p.m. all facilities close
Memorial Day	Monday, May 25	7 a.m. – 5 p.m. all facilities
July 4	Saturday, July 4	7 a.m. – 5 p.m. all facilities
Labor Day	Monday, September 7	7 a.m. – 5 p.m. all facilities
Halloween	Saturday, October 31	5 p.m. all facilities close
Christmas Eve	Thursday, December 24	7 a.m. – 5 p.m. all facilities
New Year's Eve	Thursday, December 31	5 p.m. all facilities close

Annual Maintenance Closures		
Southridge Facility	March 30 – April 4	Monday – Saturday
Westridge Facility	May 4 – 9	Monday – Saturday
Northridge Facility	August 10 – 15	Monday – Saturday
Eastridge Facility	August 24 - 29	Monday – Saturday
**Partial/Early Closure: Tennis Pavilion and Outdoor Pool remain open during closure*		

Facility Closures for Events		
Spring Bazaar	March 27-28	ER Basketball Courts & Track
Volunteer Fair	Thursday, April 23	NR Basketball Courts
Summer Staff Party	Saturday, June 13	4 p.m. all facilities
Oaked & Smoked	Saturday, October 24	ER Basketball Courts
Oktoberfest	Saturday, September 26	12 p.m. Northridge
Fall Craft Show	September 11-12	ER Basketball Courts & Track
Holiday Gift Fair	November 13-14	ER Basketball Courts & Track

Pool Closures – Outdoor Pools Open Friday, May 22		
Pre-Season Aquatic Orientation	Saturday, May 16	4 p.m. all pools
Summer Swim Team Meets	June 13, July 11, July 18	6 a.m. – 2 p.m. NR Outdoor Pools
Mini Splash, Mash & Dash Triathlon	Saturday, August 8	9 a.m. – 10 a.m. ER Outdoor Pool
Outdoor Pools Closed for the Season	Tuesday, September 8	All facilities

2026 HOLIDAY SCHEDULE

MONTH	DATE	DAY OF THE WEEK	HOLIDAY	
January	1	Thursday	New Year's Day	1
	19	Monday	*Martin Luther King Day	*2
February	16	Monday	*President's Day	*2
March	20	Friday	*Spring Break Day	*2
May	25	Monday	Memorial Day	3
June	19	Friday	*Juneteenth	*2
July	3	Friday	Independence Day Observance	4
September	7	Monday	Labor Day	5
November	11	Wednesday	Veteran's Day	6
	26	Thursday	Thanksgiving Day	7
	27	Friday	Day After Thanksgiving	8
December	24	Thursday	Christmas Eve	9
	25	Friday	Christmas Day	10

HRCA currently observes the above ten holidays each year. They are days off with pay for full-time employees designated in a benefited position. The "*" indicates an optional holiday and staff has the choice of one of the four days listed with supervisor approval. Full-time employees receive eight hours of pay at their regular rate of pay on holidays.

Recreation employees may be required to work on one of the above-specified holidays but will be granted another day in lieu of the scheduled holiday.

2026 ELECTION DATES

Board of Directors Election

MONTH	ITEM
No Board Election in 2026 due to the 3-year election cycle. The next Board Election will be in March 2027, where three (3) Board Member positions will be filled.	
March 24, 2026	Annual Meeting of the Delegates
March 24, 2026	Annual Meeting of the Directors

District Delegate Election

MONTH	ITEM
January 30, 2026	Candidate forms available
February 27, 2026	Deadline to submit candidate forms
March 2, 2026	Record date for Annual Meeting of the Members
March 14, 2026	Election opens - send notices and ballots to Members in districts where elections are to be held
April 16, 2026	Election closes
April 21, 2026	Annual Meeting of the Members
April 22, 2026	Record date for the Second Annual Meeting of the Members if required
April 27, 2026	Send notice and ballot to Members in districts where second elections are to be held
May 18, 2026	Second Election closes
May 19, 2026	Second Annual Meeting of the Members

The above schedule is subject to change with approval from the Board of Directors.