Meeting of the Delegates

11.18.25
Southridge – Wildcat

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

Agenda

I.	Call to Order	6 p.m.
II.	Guest Speaker – *Cancelled/None*	6:02 p.m.
III.	Pledge of Allegiance	6:02 p.m.
IV.	Roll Call/Establishment of Quorum	6:03 p.m.
V.	Proof of Notice of Meeting	6:05 p.m.
VI.	Approval of the Meeting Minutes of Action from the October 21, 2025 Meeting of the Delegates	6:05 p.m.
VII.	Member Forum | *Three-minute time limit*	6:08 p.m.
VIII.	Board of Directors Report | *Monica Wasden*	6:15 p.m.
IX.	Director Comments	6:20 p.m.
X.	General Manager Report | *Mike Bailey*	6:25 p.m.
XI.	Department Updates • Sports & Fitness | *Chad Mejia*	6:30 p.m.
XII.	Continued Business • CIP Vote #2, Wildcat Regional Park	6:35 p.m.
XIII.	New Business	6:50 p.m.
XIV.	Delegate Forum | *Three-minute time limit*	6:55 p.m.
XV.	Adjournment	7 p.m.

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.
The next Delegate and Board meeting will be held on Tuesday, January 20, 2026.

Meeting of the Delegates Minutes

Minutes from October 21, 2025

Agenda

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

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

Agenda item: Guest Speaker – Douglas County Sheriff's Office **Presenter:** Darren Weekly

Sherriff Darren Weekly and Undersheriff Jason Kennedy presented a PowerPoint. Within his presentation:

- A staffing update and information about their history with the Sheriff's Office.
- Douglas County Sheriff's Offices Visions, Mission and Values.
- Information regarding the patrol district boundaries.
- Information regarding new law enforcement tools, including flock cameras, grappler police bumpers, body worn cameras, etc.
- Two videos of law enforcement stopping people through grappler police bumper and drone interaction.
- Various events of interest, including a kidnapping case, retail theft arrest, the shooting inside Main Event that happened in Highlands Ranch, and several other local events the Sheriff's office was involved in.
- Information and statistics for the Fourth of July.
- Information regarding the Blue Envelope Project.
- An update about service dogs and how the Sheriff's Office partners with local schools.
- Time was allotted for Q&A.

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; 23,661 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 September 16, 2025, Meeting **Presenter:** Monica Wasden

Conclusions:

The September 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

Brad Membel, 1363 Briar Circle: Had a question regarding the Veterans Park and how to contact someone regarding donating a bench. The Board will connect him with the Highlands Ranch Metro District.

Andy Jones, 9211 Millcreek Court: Shared information regarding Highlands Ranch being named the District of the Year. Shared information regarding the Annual Veteran's Day event at Highlands Ranch Library.

Nick Roosen, 10645 Briarglen Circle: Shared his input regarding Wildcat Regional Park. Shared that many Firelight and Hearth residents support the conceptual plan and asked that Delegates vote in favor of the CIP process.

Bayard Breeding, 11094 Valleybrook Circle: Shared his support of the Wildcat Regional Park project and keeping the area within the 202 acres. His concerns are lighting, curfew, trash, and motorized bikes.

Shawn Arni, 10801 Heatherton Circle: Shared that he has lived in the Hearth neighborhood for 18 years and in Highlands Ranch since 1992. He feels the access to open space and trails is why Highlands Ranch is such a wonderful place to live.

Bob Marshall, 2 Jack Rabbit Place: Shared his opinion that Zebulon is being proposed in an untransparent manner. Mentioned that Deleates should review section 4A of the amendment. Marshall shared he feels all Douglas County residents should have the same access as they are paying for the property. Bob Marshall later returned up to the mic to share his support for Board of Education candidates Callahan, Denzler, Parker and Ryan.

Senator John Carson, 2652 Baneberry Court: Shared how important the Board of Education is in Douglas County and urged Delegates to vote for Gambill, Kramer, Smith, and Vail.

Agenda item: Continued Business **Presenter:**

Action: Vote on the 2026 Budget

- Brice Kahler reviewed 2026 Draft Budget presented at the September 2025 meeting.
- Time was allotted for discussion, comments, and Q&A.
- A motion was made by Andy Jones, District 25 and seconded by Clay Karr, District 114 to approve the 2026 Budget. Motion carried.

Action: Delegate CIP Vote #1 for Wildcat Regional Park

- A motion was made by Eric Eicher, District 15 and seconded by Colin Campbell, District 115 to approve CIP Vote # 1 for the Wildcat Regional Park project. Motion carried.
- Time was allotted for discussion, comments, and Q&A. Commentary provided by Brent Dougal, District 74/75 and Clay Karr, District 114.

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

Monica Wasden shared the following within her report:

- News regarding Commissioner Laydon being on site on 10/20 and launching the Bridging Generations program.
- Staff were invited to present to the County Commissioners, and the County awarded 202 acres and $3.5 million was for construction of Wildcat Regional Park.
- Reminded Delegates that they are voting on the 2026 Board and Delegate Meeting Calendar and the 2026 Guest Speaker Schedule later

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

None

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

General Manager Mike Bailey thanked the Delegates and congratulated them for being great stewards for the community and for moving forward with the Wildcat Regional Park CIP. He also thanked the Delegates for passing the 2026 budget. Mike shared information regarding:

- The upcoming Back the Backcountry event on November 13.
- Shared Kudos to HRMD for their achievement of being awarded District of the Year.
- Pictures and budgetary information regarding the Eastridge Leisure Pool closure and repairs.
- The Westridge renovation is complete and invited Delegates to attend the grand opening and ribbon cutting on November 10. Mike thanked staff for their efforts in getting the project complete.

Agenda item:	New Business	Monica Wasden

Action: Vote on the 2026 Board and Delegate Meeting Calendar and the 2026 Guest Speaker Schedule

Discussion: A request was made to add the Douglas County Health Department by Gail Frances, District 100.

Conclusions: A motion was made by Clay Karr, District 114 and seconded by Andy Natalie, District 83 to approve the 2026 Board and Delegate Meeting Calendar and the 2026 Guest Speaker Schedule. Motion carried.

Dennis Epperly, District 2: Thanked Representative Marshall for bringing the Zebulon project to the Delegates attention. Dennis made a motion that the Board of Directors send a resolution to the County Commissioners asking Highlands Ranch residents have the same access as Sterling Ranch residents to Zebulon. The motion was seconded by Michael Meehan, District 23.

George Bilby, Proxy representing District 109, asked for the resolution including all of Douglas County. Amended motion approved by Dennis Epperly, District 2 and denied by Michael Meehan, District 23.

A lot count was conducted on the original motion proposed. 11,872 in favor, 9,666 opposed, 1,748 abstained. Motion Carried.

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

None

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

Conclusions:

Motioned by Bethany Koch representing District 49 and seconded by Bill Feely representing District 111. The Meeting of the Delegates was adjourned to 7:28 p.m.

Respectfully submitted,

Jim Allen, Secretary

DISTRICT DELEGATE ROLL CALL

MEETING DATE : October 21, 2025

RECORD DATE: October 21, 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	Resolution to BOCC re: Zebulon Access F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
1	LESLIE MILLER Directed	P		297	-	297		-	-	-
2	DENNIS EPPERLY	X	F	266	266	-		266	-	-
3	EDWARD FABIANO	X	F	184	184	-	184	184	-	-
4	TERESA ISAAK (Stratton Ridge)	X	F	153	153	-	153	153	-	-
5	JUDY DYK (Bradford Hills)	X	F	108	108	-	108	108	-	-
6	JEANNIE HOFFMAN (Sugarmill) General	P	O	126	-	126	126	-	126	-
7	RORY REGAN	X	A	295	295	-	295	-	-	295
8	VACANT (Chalet)			97	-	-	-	-	-	-
9	DIANA PERKINS (Remington Bluffs)	X	F	50	50	-	50	50	-	-
10	SAMUEL BENTZ	X	O	143	143	-	143	-	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 General	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 Carla Herman	P	F	166	-	166	166	166	-	-
18	CHANAN BRAUNSTEIN	X	F	318	318	-	318	318	-	-
20	JEAN REHNKE	X	F	208	208	-	208	208	-	-
21	ANDREW CURRIER			189	-	-	-	-	-	-
22	BRYAN WALSH * General	P	O	132	-	132	132	-	132	-
23	MICHAEL MEEHAN	X	F	142	142	-	142	142	-	-
24	CONNIE ROSEL *			83	-	-	-	-	-	-
25	ANDY JONES	X	A	438	438	-	438	-	-	438
26	JOHN MEZGER	X	F	183	183	-	183	183	-	-
27	KYLE ANHORN	X	F	242	242	-	242	242	-	-
28	BRYAN WALSH * General	P	O	48	-	48	48	-	48	-
30	JOE AHLGRIM (Timberline)	X	A	368	368	-	368	-	-	368
40	FRANK IMPINNA *			368	-	-	-	-	-	-
41	FRANK IMPINNA *			366	-	-	-	-	-	-
49	BETHANY KOCH	X	F	291	291	-	291	291	-	-
50	LINDA MALLETTE (Gleneagles) Directed/Teri	P	F	345	-	345	345	345	-	-
51	SID BASU			253	-	-	-	-	-	-
52	CLINTON CAVE General	P	O	234	-	234	234		234	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	PATRICIA CALLIES			181	-	-	-	-	-	-
61	JEFF ROHR	X	F	105	105	-	105	105	-	-
62	KIM HARP	X	O	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	X	F	152	152	-	152	152	-	-
69	FRANK IMPINNA *			182	-	-	-	-	-	-
70	TERI HJELMSTAD (The Village)	X	F	81	81	-	81	81	-	-
71	CONNIE ROSEL (Falcon Hills South)			26	-	-	-	-	-	-
73	STU PARKER Laura Eicher	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	F	223	223	-	223	223	-	-
77	MELISSA SMESSEART	X	F	420	420	-	420	420	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	CONNIE MANZER (The Retreat)	X	F	101	101	-	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	Resolution to BOCC re: Zebulon Access 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	X	F	778	778	-	778	778	-	-
83	ANDY NATALIE	X	F	180	180	-	180	180	-	-
84	JESSICA ALLEN	X	O	705	705	-	705	-	705	-
85	DEBORAH SPICER Laura Eicher	P	O	784	-	784	784	-	784	-
86	DAWN KEATING			1,290	-	-	-	-	-	-
87	JENNIFER HARRIS (Indigo Hill)	X	O	481	481	-	481	-	481	-
88	CAROLYN GROOM (Weatherstone)	X	A	294	294	-	294	-	-	294
89	MARY KAY COURTNEY (Villages at H.R.) General	P	O	323	-	-	323		323	-
90	BRANDON WHITE (Spaces) General	P	O	250	-	250	250	-	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	X	F	617	617	-	617	617	-	-
95	TOM HALL (Coventry Ridge)	X	F	56	56	-	56	56	-	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	PATRICIA CALLIES			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*			111	-	-	-	-	-	-
102	VACANT			202	-	-	-	-	-	-
103	JAC LEBBS Directed	P		401	-	401	-	-	-	-
104	CHRIS WICKS			532	-	-	-	-	-	-
105	JOSEPH ADEN	X	A	353	353	-	353	-	-	353
106	RYAN LEAHY	X	F	226	226	-	226	226	-	-
107	HENRY HOLLENDER (HR Golf Course) George Beilby	P	F	579	-	579	579	579	-	-
108	MIKE MILLINGTON			208	-	-	-	-	-	-
109	ANGELA STEGMAN (Backcountry)	X	O	1,252	1,252	-	1,252	-	1,252	-
110	MARK DICKERSON (Stonebury)			87	-	-	-	-	-	-
111	BILL FEELY (Firelight)	X	F	1,863	1,863	-	1,863	1,863	-	-
112	PATTIE MCGUINNESS (Highland Walk)	X	F	298	298	-	298	298	-	-
113	ELIZABETH STULZ			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) General	P	O	318	-	318	318	-	318	-
121	ROBERT BLACKINGTON			200	-	-	-	-	-	-
200	VACANT (Commercial District			396	-	-	-	-	-	-
212	VACANT (Stoneybridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park)			523	-	-	-	-	-	-
	TOTAL			31,934	18,612	5,049	23,286	11,872	9,666	1,748
	QUORUM 50% +1			*15,968*				*23,661*	*67%*	

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*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

11.18.2025
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 October 2025
- Approval of the Finance Committee Minutes from September 2025
- Approval of Architectural Review Committee Minutes from October 2025
- Approval of Resolution 25_11_02: Administrative and Recreation Budget Adoption
- Approval of the HRCA Collections Policy Statement
- Approval of Resolution 25_11_02: Administrative and Recreation Budget Adoption

V. Member Forum

VI. Director Comments

VII. Committee Reports

- Delegate Meeting
- Finance Committee: Review and approval of the October 2025 Financials

VIII. General Manager Report

IX. Continued Business

- CIP Vote # 2, Wildcat Regional Park

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, January 20, 2026.

Meeting of the Board Minutes

Minutes from October 21, 2025

HIGHLANDS RANCH
COMMUNITY ASSOCIATION

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

Conclusions:

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

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

Conclusions:

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

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 September 2025
- Approval of Finance Committee Minutes from August 2025
- Approval of Architectural Review Committee Minutes from September 2025
- Approval of the 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

Conclusions:

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

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

None

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

Discussions:

Leo Stegman: Thanked the staff for their incredible competency budgeting and completing. Shared his thanks to everyone who has been working so hard on Wildcat Regional Park and supports the project.

Dan Brown: Thanked the team for their presentation to the County Commissioners and shared he was proud to be a part of the organization and Highlands Ranch.

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

Discussions:

Delegate Meeting: One Action item requesting the Board write a resolution regarding Highlands Ranch residents and Zebulon Parks. The Board will continue discussion during at their next meeting.

Finance Committee: Brice Kahler presented the September 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 Dan Brown and seconded by Jim Allen to approve the September 2025 Finances. Motion carried.

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

Discussions:

General Manager Mike Bailey commented on the following:

- Thanked the Board for their kind words, insight and compliments.
- Commended staff at all levels for their continued efforts.

Agenda item: Continued Business

Action: Vote on the 2026 Budget

- A motion was made by Dan Brown and seconded by Leo Stegman to approve the 2026 Budget. Motion carried.

Agenda item: New Business

None

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

Discussions:

Dennis Epperly, District 2: Mentioned that the Zebulon project has a 3-week timeline. Staff shared that the resolution will be written and reviewed by legal counsel.

Pattie McGuinness, District 112: Asked the Board if there was a meeting with the BOCC and HRCA Board and the Board clarified there was not, though a few Board Members attended a Commission Meeting.

Kurt Huffman, District 82: Asked how the annual insurance increase was only 5% and how commercial insurance does not reflect the same increases as residential insurance. Brice Kahler shared that the property insurance actually decreased and the process our broker takes to ensure HRCA's rates remain low. Brice also share that almost all policies are 1 year and that HRCA does not expect to see a large increase.

Agenda item:: Adjournment Monica Wasden

Conclusions:

The Board of Directors Meeting went into executive session at 7:58 p.m.

Respectfully submitted,

Jim Allen

Minutes

September 15, 2025, Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center

FC Members Present:

Jennifer Harris
Leighton Stephenson
Erik Vaska
Michael Flower
Ron Welk

FC Members Absent:

Shane Callahan

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 August 18, 2025, Finance Committee meeting minutes.

   A motion was made to accept the August 18, 2025, HRCA Finance Committee meeting minutes as presented. The motion was approved unanimously.

   Motion: Jennifer Harris Second: Ron Welk

3. The Finance Committee reviewed and discussed the August 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 $177K (0.8% to budget); consolidated expenses exceed budget YTD by $183K (0.9% to budget.). Taking out non-cash depreciation and loss on disposal we are $95K ahead of budget. $5M of capital expenditures have been made YTD, predominantly Westridge renovation.

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

Motion: Michael Flower Second: Erik Vaska

4. Brice Kahler reviewed the 2025 Emergency Reserve Expenditures, including lighting at the NR and ER pools, HVAC replacement, and extra leisure pool construction costs related to new windows and structural beams at ER pool.

5. The Finance Committee next discussed the 2026 Budget which was reviewed in detail at the joint Finance/BWS meeting on September 8, 2025.

A motion was made that the HRCA Finance Committee endorse the 2026 HRCA Budget, as drafted, and recommend that said budget be approved by the HRCA Board of Directors and Delegates. The motion was approved unanimously.

Motion: Michael Flower Second: Ron Welk

6. The Finance Committee discussed an applicant who was interviewed prior to the start of the meeting. After discussion, the Committee voted unanimously to add Doug MacLeod as a member of the Finance Committee.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Controller

Architectural Review Committee MEETING MINUTES

Meeting Date: October 01, 2024
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 **5:29 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)	✓			
Kate **Landauer** (KL)	✓			
Joe **Levin** (JL)	✓			
Chris **Robinson** (CR)	✓			
Jeff **Rohr** (JR)	✓			
Open				
	8	**0**	**0**	

Also in attendance:
Woody **Bryant** (WB), HRCA: Director of Community Improvement Services
Jayma **Wessling** (JW), HRCA: Residential Improvement Coordinator
Caleb **Cameron** (CC), HRCA: CIS Specialist

NOTE: An individual attempted to connect via ZOOM; however, connection was unsuccessful and not reattempted.

II. REVIEW OF MINUTES

A. The **September 17, 2025 Meeting Minutes** were reviewed.
   a. **DISCUSSION**:
      i. None.
   b. **ACTION:**
      i. Motion (by: JB, 2nd by: PG) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
7	0	1

Notes: CR was not in attendance at the 09/17/2025 ARC Meeting.

      ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. ARC Denial (08/06/2025) of miscellaneous back yard and side yard concrete areas. Memorandum of Resolution issued by Tribunal Officer.

a. The homeowner and the Association came to an agreement that the concrete areas would be modified to be compliant with the RIGs. A variance to allow the concrete to encroach into the 2' setback requirement was allowed specifically around the existing air conditioning unit.

IV. RESIDENTIAL APPOINTMENTS

A. None scheduled.

V. NEW BUSINESS

A. **651 Emberglow** – Addition.

a. **DISCUSSION:**

i. The Committee was pleased that the proposed home materials matched and were consistent with the existing home materials.

b. **ACTION:**

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

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

Notes: None.

ii. Motion **PASSES**.

B. **2667 Foothills Canyon Ct** – Driveway Expansion and Walkway.

a. **DISCUSSION:**

i. Staff noted that the driveway expansion was based on an ADA request. Although that doesn't dictate that an approval of the request must be granted in full, reasonable accommodation must be granted.

ii. The Committee was concerned about the extent of the driveway expansion on the left side. The proposal has a driveway extending (approximately 6.5') to the property line. The RIGs (§2.28) note that driveways "...may not extend closer than two-feet to adjacent property line."

a. The Committee agreed that an expansion four feet (4') from the edge of the existing driveway would provide a reasonable ADA expansion.

iii. The Committee was very concerned about the extent of the driveway expansion on the right side of the driveway. The proposal has the driveway extending from the edge of the walkway path (leading to the front of the home) down to the public sidewalk.

a. The Committee agreed that an expansion of the driveway on the right side that lines up with the expansion joint in the sidewalk (approximately six feet (6') from the edge of the existing driveway) and runs parallel to the right side of the driveway to the point of connection with the walkway along the front of the home would provide a reasonable ADA expansion.

iv. The Committee acknowledges that RIGs §2.28 allows up to a maximum additional driveway width of nine feet (9'), and that this accommodation may exceed that allowance slightly.

v. **APPROVAL CONDITION**. Driveway (Left) Expansion may extend 4' from edge of existing driveway; Driveway (Right) Expansion may extend ±6' from edge of existing driveway (align expansion with existing expansion joint in public sidewalk).

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

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

Notes: None.

   ii. Motion **PASSES**.

C. **3016 Greensborough** – Enclosure and Updates.

a. **DISCUSSION:**
   i. Staff noted that the building envelope did not extend into any setbacks.
   ii. The reason the project was brought in before the Committee was due to the scope of the proposed work.

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**.

D. **9661 Mountain Daisy Way** – Retaining Walls.

a. **DISCUSSION:**
   i. Staff noted the following to the Committee:
      a. The homeowner initially stated that they contacted Douglas County and were informed that a permit was not required.
      b. Staff feels the homeowner may not have accurately described their construction intent when seeking that "no permit required" response from the Douglas County Building Department.
      c. Based on how the retaining wall appears to be constructed, staff believes a permit would be required. This belief is based on the following:
         i. Although each individual tier may be less than four feet in height (as noted in the homeowner's submittal), when tiers are spaced horizontally less than twice the height of the lower wall (as appears to be the case here), the multi-tier retaining wall is structurally considered a single wall.
         ii. Under those conditions, engineered construction drawings and a building permit from Douglas County are typically required.
      d. Staff contacted the Douglas County Building Department to share our findings and concerns. The Building Department confirmed that this type of construction would require a permit, and Rick Miller, Building Supervisor, indicated that an inspector would be dispatched to review the work.
      e. A review of the Douglas County Building Division's Online Services confirms that no permit application has been submitted, and no permit has been issued for this construction.
   ii. The Committee was concerned about the home's foundation stem wall being exposed (stem wall no longer extending below frost line) and the surcharge loading of the garage of the wall system.
   iii. The Committee was concerned about the placement of the proposed walkway along the fenceline. The existing walkway (prior to removal) was approximately 12" to 18" from the fenceline. RIG's §2.28 require a two-foot offset.
   iv. The Committee directed staff to continue following up with Douglas County to determine appropriate County level review and permitting actions.
      a. 10/02/2025 UPDATE: WB discussed this address with Mr. Miller of the Douglas County Building Department. Mr. Miller confirmed that his team did observe the improvement (09/30/2025) and is requiring the homeowner to provide engineered construction drawings for the retaining wall. Douglas County is also concerned with the exposed home foundation wall and the surcharge created by the existing garage. Mr. Miller's team will be returning to the site today (10/02/2025) to get an update from the homeowner on the status of the design. DougCo may require the removal of the newly installed retaining wall(s) and a return of the ground slope to pre-construction conditions. To be determined.

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

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

Notes: None.

   ii. Motion **PASSES**.

E. **9960 Heatherwood Ln** – Shed Addition.

a. **DISCUSSION:**
   i. Staff noted that the length of the current shed exceeded what was allowed; however, the Committee had previously approved a variance to allow the overage primarily based on the "sunken" location of the shed, in comparison to the public rights-of-way (walk-out basement with shed located on lower-level of property next to multi-tier retaining wall).
   ii. The Committee was concerned that the expansion of the shed would require a variance modification; however, the expansion design (not a full-height expansion, lean-to style) mitigated those concerns.

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

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

Notes: None.

   ii. Motion **PASSES**.

VI. STAFF COMMENTARY

A. Staff noted that Dawn **Keating** resigned from the ARC, effective today. Staff asked if any of the current members knew someone that would be a good fit for the Committee and, if so, that they encourage that person to apply.

VII. ADJOURNMENT

A. With no further business the meeting was **adjourned** at **6:12 p.m**.

VIII. APPROVAL OF THESE MEETING MINUTES

A. These minutes were reviewed by the Architectural Review Committee at the October 15, 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
6	**0**	**0**

Notes: None.

   ii. Motion **PASSES**.

Architectural Review Committee MEETING MINUTES

Meeting Date: October 15, 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)	✓			
Kate **Landauer** (KL)			✓	
Joe **Levin** (JL)	✓			
Chris **Robinson** (CR)	✓			
Jeff **Rohr** (JR)	✓			Attended via ZOOM, arrived prior to §I.
Open				
	6	**0**	**2**	

Also in attendance:
Woody **Bryant** (WB), HRCA: Director of Community Improvement Services
Jayma **Wessling** (JW), HRCA: Residential Improvement Coordinator
Ginnie **Larson** (GL), Resident (6255 Cornell Ct)

II. REVIEW OF MINUTES

A. The **October 01, 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
6	**0**	**0**

Notes: None.

    ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. Two Tribunals are scheduled for Thursday - October 16th. One is for an ARC Denial of Elevated (above roof line) deck.

IV. RESIDENTIAL APPOINTMENTS

A. **6255 Cornell Ct** – Decorative Fence.

a. **DISCUSSION:**

i. The homeowner (GL) presented the following to the Committee:

a. The request is to install a 5-foot split-rail privacy fence with wire mesh along the southern edge of the front yard, following the alignment shown in the submittal. The proposed design would utilize steel postmasters disguised as wood with 2×6 rails and 2×4 wire.

b. GL explained that the intent is to establish a visual and sound barrier between her front porch and the adjacent property, where the neighbors have installed a seating area in the gravel side-yard, directly along the shared property line.

c. GL described ongoing privacy, noise, and property-maintenance concerns, noting that conversations and children's play from the neighboring seating area are audible inside their home and that guests frequently gather within feet of their front porch.

d. GL further reported trampling and damage to landscaping along the property line caused by recreational activity.

e. The proposed fence, GL explained, would provide screening, noise mitigation, and protection for the small front yard space while maintaining as much open grass area as possible within her cul-de-sac lot.

i. The Committee discussed the use of 3-rail (and requested) versus 2-rail (typical for front/side yard applications) fence. The Committee considered allowing 3-rail for a portion of the fenceline (closest to the neighbor's improvement) and then transitioning to 2-rail. It was agreed that, unlike solid screen fencing, transition split-rail fence may be impractical.

ii. The Committee was concerned about the 3-rail fence (5' height) extending all the way to the back of walk, as proposed.

iii. During the meeting, and relying on a Google Maps aerial image, the Committee determined that the distance from the existing shared fence corner near the home to the back of walk was approximately 45'.

iv. The Committee discussed the potential for a limited privacy fence consistent with the RIGs. Members agreed that a 3-rail design, constructed in accordance with RIGs Figure 3 (substituting 6×6 rough-sawn cedar posts with steel postmasters disguised as wood) could provide an appropriate balance between screening and visual openness. The Committee further noted that the fence should extend no more than 30 feet from the existing shared fence corner or no closer than 15 feet from the back of walk, whichever results in the shorter extension, to maintain conformity with front-yard sight-line and setback principles.

ii. **APPROVAL CONDITION**. Fence shall be a 3-rail design per RIGs Figure 3, with 6×6 cedar posts substituted by steel postmasters disguised as wood. Alignment may follow the shared property line and extend a maximum of 30 feet from the existing shared fence corner or terminate no closer than 15 feet from the back of walk, whichever results in the shorter extension

b. **ACTION:**

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

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

Notes: None.

ii. Motion **PASSES**.

V. NEW BUSINESS

A. **1105 Mulberry Ln** – Shed.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

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

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

Notes: None.

ii. Motion **PASSES**.

B. **3155 Windridge Cir** – Little Bakery.

a. **DISCUSSION:**

i. Staff presented their research to the Committee, as follows:

a. While the applicant's proposal is conceptually similar to a "Little Free Library," it differs in purpose and function, as it involves sharing home-baked goods with neighbors—potentially constituting the public distribution of food—and therefore raises health, wildlife, and regulatory considerations.

a. Under Colorado's Cottage Foods Act, non-potentially hazardous baked goods (breads, cookies, fruit pies without cream fillings) may be prepared and shared from a home kitchen if properly labeled and handled.

b. Douglas County Environmental Health generally regulates any public food distribution, even if no money changes hands. There is no known precedent for an unmonitored "free bakery" within a residential neighborhood.

b. Placement of a semi-permanent box visible from the street may fall under RIG §2. 2 (Accessory Structures) and CommDec §9.2 or §9.3 (Nuisance) if the structure or its contents generate odor, pest, or visual impacts.

c. While it is possible to frame an "approve with conditions" option, the enforcement practicality is limited—for example, verifying that food is removed the same day or that labeling and packaging remain compliant would require continual monitoring beyond HRCA's scope.

ii. The Committee expressed significant concern regarding the public distribution of baked goods without confirmation of required permitting from the appropriate regulatory agency (e.g., Douglas County Environmental Health). Members also noted potential issues related to attracting wildlife and the overall practicality of enforcement by HRCA. The Committee further observed that the applicant had not provided any research or permitting documentation to support the proposal.

iii. The Committee requested that Staff coordinate with the applicant to obtain and submit findings of fact or written determinations from the applicable governmental entities (e.g., Douglas County Environmental Health) regarding any permitting or regulatory requirements associated with the intended use.

iv. The Committee agreed to table the item pending receipt and review of the requested information. If sufficient information is not received within 29 days of the date of the submittal (by October 29, 2025), Staff is required to deny the application.

b. **ACTION:**

i. Motion (by: CR, 2nd by: PC) to **TABLE DECISION, RESUBMITTAL REQUIRED**.

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

Notes: None.

ii. Motion **PASSES**.

C. **3644 Seramonte Dr** – Screening.

a. **DISCUSSION:**

i. The Committee, citing RIGs §2.30.F.4, expressed strong opposition to the current installation of the two synthetic foliage screening panels affixed to and extending above the existing fence. The Committee directed that these elements be removed within a reasonable timeframe, as determined by Staff.

ii. The Committee noted that the alternative presented by the applicant—Outdoor Cedar Privacy Screen, 38.5 in. W x 72.8 in. H Natural Wood Fence Panel by Esiloo—would generally be acceptable; however, members were not in favor of the proposed two-foot lattice extension above the screen. As referenced in RIGs §2.30.F.4, lattice is not considered a durable material, weathers poorly, and often becomes a maintenance nuisance.

iii. The Committee indicated it would support a similar privacy screen product extending to the full requested height (a maximum of 24 in. above the existing privacy fence, or 96 in. above ground level, whichever is less) and deferred to Staff for review and approval of a substitute submittal consistent with these parameters.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

ii. Motion **PASSES**.

D. **8555 Meadow Creek Dr** – Swimming Pool.

a. **DISCUSSION:**

i. The Committee discussed the location of the proposed pool equipment, which is currently shown in the northwest corner of the property, and expressed concern regarding its proximity to the neighboring home. Members agreed that relocating the equipment along the rear (northern) property line, near the northeast corner of the proposed pool, would help mitigate operational sound.

ii. A Member was concerned with the placement of the pool itself and recommended that it be shifted slightly to the south and east to increase separation from the neighboring property at the northwest corner. Other members did not agree with this concern.

iii. **APPROVAL CONDITION**. Pool equipment and any associated enclosure shall be relocated along the rear (northern) property line near the northeast corner of the proposed pool, consistent with the Committee's discussion.

b. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
5	1	0

Notes: Dissenting opinion was that the location of the pool too close to the neighboring property.

ii. Motion **PASSES**.

E. **9108 Fox Fire Way** – Patio Railing.

a. **DISCUSSION:**

i. The applicant explained to Staff that the proposed fencing around the front patio is intended to create an enclosed and secure outdoor area for an aging parent who suffers from dementia, allowing them to safely enjoy time outside. Although a formal request for reasonable accommodation was not submitted, Staff recommended that the Committee consider the application under that context.

ii. The Committee discussed the proposed two-rail split-rail fence with welded mesh infill and 2×6 top rail, noting that it would be installed atop the newly approved front patio. One member expressed concern regarding the use of welded mesh, preferring a design featuring vertical metal spindles for a more traditional appearance. Other members, however, felt that the mesh was compatible with the home's architectural style and echoed the grid pattern of the existing window mullions.

iii. The Committee agreed that the proposed materials and design were generally appropriate given the stated purpose and the limited height and location of the enclosure.

b. **ACTION:**

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

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

Notes: Dissenting opinion was not in support of the use of welded mesh, citing concerns that the material was inconsistent with the community's architectural character and less visually compatible than a vertical spindle design.

ii. Motion **PASSES**.

VI. STAFF COMMENTARY

A. None.

VII. ADJOURNMENT

A. With no further business the meeting was **adjourned** at **6:30 p.m**.

VIII. APPROVAL OF THESE MEETING MINUTES

A. These minutes were reviewed by the Architectural Review Committee at the November 05, 2025 Meeting.

a. **DISCUSSION:**

i. Noting of consequence.

b. **ACTION:**

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

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

Notes: None.

ii. Motion **PASSES**.

POLICY STATEMENT

COLLECTION POLICY
OF
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.

ADOPTED: ______________________

EFFECTIVE: ______________________

The following procedures have been adopted by Highlands Ranch Community Association, Inc. (the "Association) pursuant to C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Directors.

PURPOSE: To establish a uniform and systematic procedure for collecting Assessments and other charges of the Association, thus ensuring the financial well-being of the Association; to provide Owners with notice and processes regarding their obligations to pay Assessments.

WHEREAS, All Members are obligated by the Community Declaration for Highlands Ranch Community Association, Inc. (the "Declaration") to pay all dues and assessments in a timely manner.

WHEREAS, Failure to do so jeopardizes the Association's ability to pay its bills.

WHEREAS, Failure of Owners to pay Assessments in a timely manner is also unfair to other Owners who do.

WHEREAS, The Association, acting through the Board of Directors, must take steps to ensure timely payment of Assessments.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following procedures and policies for the collection of Assessments and other charges of the Association:

SECTION 1: DUE DATE

1.1 The annual Common Assessments based solely on AFCAs ("Administrative Function Common Assessments") that do not include RFCAs ("Recreation Function Common Assessments") shall be due and payable on the first (1st) day of each January.

1.2 Common Assessments including both AFCAs and RFCAs shall be due and payable in equal installments due on the first (1st) day of each January, April, July and October.

1.3 Special assessments, individual purpose assessments, and reimbursement assessments, if any, may be assessed or made from time to time by the Association in accordance with the Declaration and are due and payable as determined by the Board.

1.4 All assessments or other charges not paid to the Association when due shall be considered past due and delinquent.

SECTION 2: LATE FEES & INTEREST/FINANCE CHARGES

2.1 The Association shall be entitled to impose a late fee of thirty-five dollars ($35.00) on any quarterly installment of Common Assessments that include both AFCA and RFCA, or any other charge not received within forty-five (45) days of its due date except as provided herein.

2.2 The Association shall be entitled to impose a late fee of thirteen dollars ($13.00) on any annual installment that is AFCA only not received within forty-five (45) days of its due date.

2.3 Any Common Assessment or installment of any assessment which is not received within forty-five (45) days after the date of any notice of default given to the owner and prior to the recording of a lien, shall bear interest/finance charges at the rate of eight (8%) percent per annum from the date any lien is recorded.

2.4 All such fees and interest shall be due and payable immediately, without notice, in the manner provided for payment of assessments.

SECTION 3: ACCELERATION

3.1 Failure to make payment within sixty (60) days of the due date of an Assessment shall cause the total amount of the Owner's common expense Assessment for the remainder of that fiscal year to become immediately due and payable at the option of the Board of Directors pursuant to section 8.35 of the Declaration.

SECTION 4: RETURN CHECK CHARGES

4.1 A twenty-dollar ($20.00) fee shall be assessed against an Owner in the event any check or other instrument attributable to or payable for the benefit of such Owner is not honored by the bank or is returned by the bank for any reason whatsoever, including but not limited to, insufficient funds.

4.2 Notwithstanding this provision, the Association shall be entitled to all additional remedies as may be provided by applicable law. Returned check charges shall be the obligation of the Owner of the property for which payment was tendered to the Association.

4.3 If two or more of an Owner's checks are returned unpaid by the bank within any twelve (12) month period, the Association may require that all of the Owner's future payments, for a period of one (1) year, be made by certified check or money order.

SECTION 5: ATTORNEY'S FEES & COLLECTION COSTS ON DELINQUENT ACCOUNTS

5.1 Subject to any limitations imposed by Colorado law, the Association shall be entitled to recover from an Owner its reasonable attorneys' fees and collection costs, including any costs of collection charged by the Association's management company, incurred in the collection of Assessments or other charges due, whether or not a lawsuit has been initiated against the Owner.

5.2 The Association shall be entitled to recover its post-judgment and appellate attorneys' fees and costs incurred from an Owner.

SECTION 6: NO OFFSETS

6.1 No Owner may be exempt from liability for payment of any Assessment or other charge for any reason, including but not limited to, the abandonment of the property against which the Assessment or charge is made.

6.2 All Assessments shall be payable in the amounts specified and no offsets or reduction shall be permitted for any reason including, without limitation, any claim that the Association or Board of Directors is not properly exercising its duties and powers under the Declaration.

SECTION 7: APPLICATION OF PAYMENTS MADE TO THE ASSOCIATION

7.1 If an Owner owes both unpaid Assessments and unpaid fines, fees, or other charges and makes a payment to the Association, the Association shall apply the payment first to the Assessments owed and any remaining amount to the fines, fees, or other charges owed.

7.2 The Association has the discretion to return any payment containing a restrictive endorsement or directing application of payments contrary to this provision.

SECTION 8: OFFER OF REPAYMENT PLAN

8.1 In its Notice of Delinquency, described in section 9, below, and subject to the following requirements and conditions, the Association shall offer a repayment plan to any Owner and make a good faith effort to coordinate a repayment plan with the Owner:

- 8.1.1 The repayment plan must allow the Owner the right to pay off the delinquency in monthly installments over a period of up to eighteen (18) months;
- 8.1.2 The Owner may choose the amount to be paid each month of the repayment plan, so long as each payment is in an amount of at least twenty-five dollars ($25.00) until the balance of the amount owed is less than twenty-five dollars ($25.00);
- 8.1.3 An Owner who has entered into a repayment plan may elect to pay the remaining balance owed under the repayment plan at any time during the duration of the repayment plan;

8.1.4 No repayment plan need be offered if the Owner does not occupy the Unit and has acquired the Unit as a result of:
i. A default of a security interest encumbering the Unit; or,
ii. Foreclosure of the Association's lien;

8.1.5 The Association is not required to offer a repayment plan or negotiate such a plan with an Owner who has previously entered into a payment plan with the Association;

8.1.6 The Owner's failure to remit payment of at least three (3) monthly installments of an agreed-upon installment within fifteen (15) days of the due date, or to remain current with regular Assessments as they come due during the period of the repayment plan, constitutes a failure to comply with the terms of the repayment plan; and,

8.1.7 The Association may pursue legal action against the Owner if the Owner fails to comply with the terms of the repayment plan.

SECTION 9: NOTICE OF DELINQUENCY

9.1 After an installment of an Assessment or other charge owed to the Association becomes delinquent, and before the Association turns the delinquent account over to a collection agency or refers it to the Association's attorney for legal action, the Association shall cause a Notice of Delinquency to be sent to the Owner who is delinquent in payment. The Notice of Delinquency shall specify the following:

9.1.1 A description of the steps the Association must take before it may take legal action against the Owner, including a description of the Association's cure process for covenant violations as specified in its policy governing enforcement;

9.1.2 A description of what legal actions the Association may take against the Owner, including a description of the types of matters the Association or Owner may take to small claims court, including injunctive matters for which the Association seeks an order requiring the Owner to comply with the declaration, bylaws, covenants, or other governing documents of the Association;

9.1.3 The total amount due, with an accounting of how the amount was determined;

9.1.4 Whether the total amount due concerns unpaid Assessments; unpaid fines, fees, or charges; or both;

9.1.5 Whether the delinquency concerns unpaid Assessments that may lead to foreclosure;

9.1.6 Whether an opportunity to enter into a repayment plan exists and the instructions for contacting the Association or its manager to enter into such a repayment plan;

9.1.7 The name and contact information for the person the Owner may contact to request a copy of the Owner's ledger in order to verify the amount owed, which copy of the ledger must be provided to the Owner no later than seven business days after receipt of the Owner's request;

9.1.8 That action is required to cure the delinquency and the specific action required to cure the default;

9.1.9 That failure to cure the delinquency within thirty (30) days may result in the delinquent account being turned over to a collection agency or the Association's attorney, a lawsuit being filed against the Owner, the filing and foreclosure of a lien against the Owner's Unit, the sale of the Owner's Unit at auction to pay delinquent assessments, which could result in the Owner losing some or all of the Owner's equity in the Unit, or other remedies available under Colorado law; and

9.1.10 The availability of, and instructions on how to access, free online information through the HOA Information and Resource Center relating to the collection of assessments by an Association, including the Association's ability to foreclose an Association lien for unpaid assessments and force the sale of the Owner's home, and the availability of online information from the Federal Department of Housing and Urban Development concerning credit counseling before foreclosure that may be accessed through a link on the Department of Local Affairs' website.

9.2 The Association may send additional notices to the Owner, either before or after the Notice of Delinquency set forth in this section, for as long as amounts remain past due on the Owner's account. However, the Association is only required to send one (1) Notice of Delinquency as provided for in this section. The Notice of Delinquency shall be sent by certified mail, return receipt requested, and by U.S. regular mail to the property address unless the Owner has given notice, in writing, to the Association of an alternate address.

9.3 The Association shall also send the Notice of Delinquency by two of the following means: text message to a cellular number the Association has on file because the Owner or designated contact has provided the number to the Association; by email to an email address that the Association has on file because the Owner or designated contact has provided the address to the Association; and/or by telephone call (including leaving a voicemail message, if available) to a telephone number the Association has on file because the Owner or designated contact has provided the number to the Association. If known and available to the Association, the Association may consider any phone number or email address used by an owner in any transaction or correspondence related to the owner's property within the Association as contact information provided to the Association. If an Owner has not provided a telephone number, cellular number, or email address as additional means by which to receive notices, the Association may send the Notice of Delinquency by regular mail in addition to certified mail, return receipt requested, in lieu of electronic means. The Association may charge the Owner an amount not to exceed the actual cost of the certified mail.

SECTION 10: BALANCE LETTER

10.1 On a monthly basis and by First-Class Mail and/or email, if the Association has the Owner's email address, the Association shall send each Owner who has any outstanding balance owed to the Association an itemized list of all Assessments, fines, fees, and charges that the Owner owes to the Association ("Balance Letter").

10.2 ***If the Association has incurred, or will incur, attorneys' fees and costs that have not yet been billed to the Association and added to the Owner's account, the Balance Letter shall indicate that the outstanding balance may not include all charges that have been or will be incurred <u>and does not constitute a payoff</u>.***

SECTION 11: NOTICES

11.1 At least annually, the Association shall request from each Owner, or the Owner's designated contact, a telephone number for phone calls, a cellular number for texts, and an email address for emails.

11.2 Except as otherwise provided herein, any notices shall be mailed to the Owner via regular U.S. mail at the property address unless the Owner has given notice, in writing, to the Association of an alternate address.

11.3 The Association shall send the Notice of Delinquency, Balance Letter, and all other notices to the Owner in English and in any other language the Owner designates in a writing that the Owner mails to the Association by certified United States mail, return receipt requested.

11.4 In addition, the Association shall mail the Notice of Delinquency, Balance Letter, and all other notices in English to any contact person the Owner designates in a writing that the Owner mails to the Association by certified United States mail, return receipt requested.

SECTION 12: LIENS

12.1 If payment in full of any Assessment or other charge is not received by the deadline stated in the Notice of Delinquency, the Association may cause a notice of lien to be filed against the property.

12.2 The lien shall include Assessments, fees, charges, late charges, attorneys' fees, fines, interest, and other charges pursuant to C.R.S. § 38-33.3-316(1).

SECTION 13: REFERRAL OF DELINQUENT ACCOUNTS TO ATTORNEYS

13.1 After the deadline stated in the Notice of Delinquency has expired, the Association may, but shall not be required to, refer the delinquent account to its attorney or a collection agency for collection.

13.2 An account may only be referred to an attorney or a collection agency if a majority of the Board of Directors votes to refer the matter in a recorded vote at a meeting conducted pursuant to C.R.S. § 38-33.3-308(4)(e).

13.3 Upon referral to the attorney, the attorney shall take all appropriate action to collect the accounts referred.

13.4 After an account has been referred to an attorney, the account shall remain with the attorney until the account is settled, has a zero balance or is written off.

13.5 All payment plans involving accounts referred to an attorney for collection shall be set up and monitored through the attorney.

13.6 After consultation with the Board of Directors or the Association's managing agent, the attorney shall be entitled to exercise all available remedies to collect the amounts due, including judicial foreclosure and ex parte appointment of a receiver of the Owner's property.

Collection Timeframe Chart	
AFCA and RFCA Due Date	1st day of each January, April, July and October.
AFCA only	1st day of each January.
AFCA and RFCA Past Due and Delinquent	2nd day of each January, April, July and October.
AFCA only	2nd day of each January.
Notice of Delinquency	Any time after 30 days from the Due Date.
Late Fee Assessed	$35.00 on any assessment or other charge not received within forty-five (45) days of its Due Date. $13.00 on an AFCA only assessment.
Interest/Finance Charges Assessed	8% per annum from the date any lien is recorded.
Board of Directors votes to refer the matter to attorneys	Any time after the expiration of the Notice of Delinquency.
Delinquent account turned over to a collection agency or referred to the Association's attorneys for legal action.	Any time after a majority of the Board votes to send the file to the Association's attorneys.

SECTION 14: FORECLOSURE OF LIENS

14.1 Notwithstanding any provision of this policy to the contrary, and subject to any additional requirements imposed by Colorado law, the Association may only foreclose the lien if it has complied with all statutory prerequisites and:

14.1.1 The balance of the Assessments and charges secured by the lien equals or exceeds six (6) months' worth of regular Assessments based on the periodic budget adopted by the Association; and

14.1.2 The Board of Directors has formally resolved, by a recorded vote, to authorize the filing of a legal action against the specific Unit on an individual basis; and

14.1.3 The lien does not consist only of fines that the Association has assessed against the Owner, and/or collection costs or attorneys' fees that the Association has incurred and that are only associated with fines.

14.2 The Association may commence a legal action and/or an action to initiate a foreclosure proceeding as provided herein against any Owner that fails to accept a repayment plan within thirty (30) days of the Notice of Delinquency. The Association may also commence a legal action and/or an action to initiate a foreclosure proceeding as provided herein against any Owner that accepts a repayment plan and fails to pay at least three (3) of the monthly installments within fifteen (15) days after the monthly installments were due without further notice.

14.3 The Association shall send a Notice of Intent to Foreclose to the Owner after the Board has formally resolved, by a recorded vote, to authorize the filing of a legal action against the specific Unit on an individual basis, and before the legal action is filed with the court or a lis pendens is recorded. The Notice of Intent to Foreclose shall be sent by certified mail, return receipt requested, and by U.S. regular mail to the property address unless the Owner has given notice, in writing, to the Association of an alternate address. The Association shall also send the Notice of Intent to Foreclose by two of the following means: text message to a cellular number the Association has on file because the Owner or designated contact has provided the number to the Association; by email to an email address that the Association has on file because the Owner or designated contact has provided the address to the Association; and/or by telephone call (including leaving a voicemail message, if available) to a telephone number the Association has on file because the Owner or designated contact has provided the number to the Association. If known and available to the Association, the Association may consider any phone number or email address used by an owner in any transaction or correspondence related to the owner's property within the Association as contact information provided to the Association. If an Owner has not provided a telephone number, cellular number, or email address as additional means by which to receive notices, the Association may send the Notice of Intent to Foreclose by regular mail in addition to certified mail, return receipt requested, in lieu of electronic means. The Association may charge the Owner an amount not to exceed the actual cost of the certified mail.

SECTION 15: SUSPENSION OF PRIVILEGES

15.1 In addition to assessing late fees or other charges, and without limiting the Association's remedies under its governing documents, the Board may suspend membership privileges, which may include, but shall not be limited to, suspension of access to Association amenities and suspension of voting privileges, and impose other sanctions in accordance with the governing documents and applicable Colorado law.

15.2 The Association is not required to follow the procedures set forth in this Policy to suspend membership privileges and instead may follow other procedures specified in the governing documents for such suspension.

15.3 If the governing documents do not specify procedures for suspension of privileges or state conditions for when procedures are automatically suspended, the Association shall provide reasonable notice and opportunity for a hearing prior to the suspension of privileges.

15.4 The Board may revoke or suspend the violator's privileges for a period of time equal to the duration of the violation and for up to sixty (60) days thereafter, unless such violation is a continuing violation, in which case such suspension may continue for as long as such violation continues and for up to sixty (60) days thereafter.

15.5 However, nothing in this section shall require notice and an opportunity for the suspension of voting privileges if the governing documents do not require a hearing.

SECTION 16: WAIVERS

16.1 Nothing in this policy shall require the Association to take specific action(s) other than as set forth herein and to notify Owners of the adoption of this policy.

16.2 The Association has the option and right to continue to evaluate each delinquency on a case-by-case basis.

16.3 The Association may grant a waiver of any provision herein upon petition in writing by an Owner showing a personal hardship.

16.4 Any such relief granted an Owner shall be appropriately documented in the files with the name of the person or persons representing the Association granting the relief and the conditions of the relief.

16.5 In addition, the Association is hereby authorized to extend the time for the filing of lawsuits and liens, or to otherwise modify the procedures contained herein, as the Association may determine appropriate under the circumstances, except as may be prohibited by Colorado law.

SECTION 17: ORDER OF REMEDIES

17.1 Subject to the restrictions contained in the "Foreclosure of Lien" section above, the Association may pursue any actions or remedies including, but not limited to, actions for personal judgment, foreclosure, or receivership (on an ex parte basis or otherwise and for purposes of collecting the lien balance coming due to the Association both pre-judgment and post-judgment in any judicial proceeding), to collect amounts owed in any order.

SECTION 18: BANKRUPTCIES AND FORECLOSURES

18.1 Upon receipt of any notice of a bankruptcy filing by and owner, or upon receipt of a notice of a foreclosure by any holder of an encumbrance against any unit withing the Association, the Association shall notify the Association's attorney of the same and turn the account over to the Association's attorney, if appropriate.

SECTION 19: DATA COLLECTION

19.1 Colorado law requires the Association to collect and annually submit certain collections-related data to the Division of Real Estate. The Association shall submit the following to the Director of the Division of Real Estate:

19.1.1 For the twelve-month period immediately preceding the Association's annual registration, the number of Unit Owners that were, at any time during the twelve-month period, six or more calendar months delinquent in the payment of an Annual Assessment or Special Assessment;

19.1.2 For the twelve-month period immediately preceding the Association's annual registration, for unpaid Annual Assessments or Special Assessments or related fees or attorney fees:

i. The number of Unit Owners against which the Association or its designee obtained a judgment; and

ii. The number of payment plans entered into between the Association and a Unit Owner pursuant to section 38-33.3-316.3; and

iii. The number of foreclosure actions filed against Unit Owners pursuant to section 38-33.3-316.

19.1.3 Any other information specified by the Director of the Division of Real Estate relating to the collection of Assessments and the foreclosure of the Association's liens.

SECTION 20: DEFINITIONS

20.1 Capitalized terms not defined in this Policy are used as defined in the Declaration, as may have been amended.

SECTION 21: SEVERABILITY

21.1 If a provision of this policy is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision if this policy.

SECTION 22: SUPERSEDING PREVIOUS POLICIES

22.1 This policy shall replace and supersede any previous rules and regulations or policies of the Association addressing the collection of assessments.

This policy regarding collections was adopted by the Board of Directors on the ______ day of ___________________, 20_______ and becomes effective the ______ day of _________________, 20______, and is attested to by the Secretary of Highlands Ranch Community Association, Inc.

Highlands Ranch Community Association, Inc.

By: _________________________________ Attested by: _______________________________
President Secretary

Board of Directors 501c3 Special Quarterly

11.18.2025
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 the Board of Directors 501c3 Special Quarterly Minutes from August 19, 2025
- Approval of the 2025 3rd Quarter Financial Statements for HRCAA, HRCSF, HRBCEF

V. Additional Business

VI. Adjournment

Board of Directors 501c3 Special Quarterly

Minutes from August 19, 2025

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

Conclusions:

The meeting was called to order at 7:55 p.m.

Agenda item: Roll Call/Establishment of Quorum **Presenter:** Dan Brown

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:** Board of Directors

Consent Agenda:

- Approval of the Board of Directors 501c3 Special Quarterly Minutes from May 20, 2025.
- Approval of the 2025 2nd Quarter Financial Statements for HRCAA, HRCSF, and HRBCEF.

Conclusions:

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

Agenda item: Additional Business **Presenter:** Board of Directors

Discussion:

None

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

Conclusions:

A motion for adjournment was made by Dan Brown and seconded by Todd Landgrave. The 501c3 Board of Directors Special Quarterly Meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Jim Allen, Secretary

RESOLUTION 25_11_02
OF
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.

SUBJECT: Adoption of the 2026 proposed budget of Highlands Ranch Community Association, Inc. (the “Association”).

PURPOSE: To approve the 2026 proposed budget of the Association.

AUTHORITY: The Community Declaration for Highlands Ranch Community Association, Inc. (the “Declaration”), the Bylaws of Highlands Ranch Community Association, Inc., as amended, and the Articles of Incorporation of the Association and Colorado law.

EFFECTIVE DATE: November ___, 2025

RESOLUTION: WHEREAS, the Association adopts an annual Budget for each calendar year pursuant to Section 8.22 of the Declaration, which Budget includes the Administrative Function Funds, Recreation Function Funds, and the Reserve Funds; and

WHEREAS, in compliance with Section 8.22 of the Declaration, the Board of Directors for the Association (the “Board”) caused a proposed Budget for the 2026 calendar year to be prepared at least sixty (60) days prior to commencement of the 2026 calendar year; and

WHEREAS, the proposed Budget has been reviewed by the Finance Committee, Delegates and the Board, and each Delegate to the Association has received a copy of the proposed Budget; and

WHEREAS, the Budget for the calendar year 2026 specifies the levy for the Administrative Function Common Assessment at $64.00 and the Recreation Function Common Assessment at $632.00 and also complies with the requirements of Section 8.22 of the Declaration.

NOW THEREFORE, BE IT RESOLVED, by the Board that the 2026 Budget is hereby adopted, as recommended by the Association’s Finance Committee and the Delegates.

Following this approval, a copy of the 2026 Budget shall be posted at the Association's principal office, published in the January issue of the Association's newsletter, posted on the Association's website and copies thereof shall be made available by the Association to any Members requesting a copy thereof upon payment of the reasonable expense of copying the Budget.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors on November __, 2025 and in witness thereof, the undersigned has subscribed his/her name.

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC., a Colorado nonprofit corporation

____
By: Monica Wasden, President