



Meeting of the Delegates

May 21, 2024

6:00 p.m.

Business Agenda Items

I. Call to Order	6:00 p.m.
II. Pledge of Allegiance	6:01 p.m.
III. Scholarship Recipient Award Ceremony	6:15 p.m.
IV. Roll Call/Establishment of Quorum	6:16 p.m.
V. Proof of Notice of Meeting	6:17 p.m.
VI. Approval of Minutes from the Preceding Meeting of the Delegates April 16, 2024	6:18 p.m.
VII. Member Forum <i>Sign-up in advance; 3-minute time limit</i>	6:19 p.m.
VIII. Board of Directors Report	6:25 p.m.
IX. Board of Directors Comments	6:30 p.m.
X. General Manager Report <i>Mike Bailey</i>	6:40 p.m.
XI. Department Updates Aquatics <i>Tyler Kurapkat</i>	6:45 p.m.
XII. Continued/New Business	6:50 p.m.
XIII. Delegate Forum <i>Sign-up in advance; 3-minute time limit</i>	6:52 p.m.
XIV. Adjournment	7:00 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, June 18, 2024.

Disclaimer – This packet is provided for informational purposes only and is subject to change. Other matters may be considered as deemed appropriate. Some documents or information may have been unavailable at the time this agenda was prepared. For additional information, contact: theresa.hill@hrcaonline.org. The Board Working Session, Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our members.

ING DATE: April 16, 2024
ORD DATE: April 16, 2024

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 ABSENCES
1	LESLIE MILLER			297	-	-	-	-	-	-
2	DENNIS EPPERLY	X		266	266	-	-	-	-	-
3	VACANT			184	-	-	-	-	-	-
4	TERESA ISAAC (Stratton Ridge)	X		153	153	-	-	-	-	-
5	JUDY DYK (Bradford Hills)			108	-	-	-	-	-	-
6	LARISA KNAPF C (Sugarmill)			126	-	-	-	-	-	-
7	MICHAEL RILEY			295	-	-	-	-	-	-
8	VACANT (Chalet)			97	-	-	-	-	-	-
9	DIANA PERKINS (Remington Bluffs)			50	-	-	-	-	-	-
10	SAMUEL BENIZ	X		143	143	-	-	-	-	-
11	ERIC EICHER			251	251	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills)			113	-	-	-	-	-	-
13	JENNIFER HARRIS	X		199	199	-	-	-	-	-
14	TAMMY KELLY			185	-	-	-	-	-	-
15	JUSTIN HILL			200	-	-	-	-	-	-
16	ELIZABETH STROCK	X		105	105	-	-	-	-	-
17	GREG HERMAN	X		166	166	-	-	-	-	-
18	CHANAN BRAUNSTEIN			318	-	-	-	-	-	-
20	JEAN REHNKE			208	-	-	-	-	-	-
21	ANDREW CURRIER			189	-	-	-	-	-	-
22	BRYAN WALSH			132	-	-	-	-	-	-
23	MICHAEL MEEHAN			142	-	-	-	-	-	-
24	CONNIE ROSEL			83	-	-	-	-	-	-
25	ANDY JONES			438	-	-	-	-	-	-
26	JOHN MEZGER	X		183	183	-	-	-	-	-
27	KYLE ANDJORN	X		242	242	-	-	-	-	-
28	BRYAN WALSH			48	-	-	-	-	-	-
30	JOE AHLGRIM (Timberline)			368	-	-	-	-	-	-
40	FRANK IMPINNA	X		368	368	-	-	-	-	-
41	TOMMY DOLAN	P		366	-	366	-	-	-	-
49	BETHANY KOCH	X		291	291	-	-	-	-	-
50	LINDA MALLETT (Glencagles)	X		345	345	-	-	-	-	-
51	SID BASU			253	-	-	-	-	-	-
52	CLINTON CAVE	P		234	-	234	-	-	-	-
53	SHARVYN LANDIS			171	-	-	-	-	-	-
60	PATRICIA CALLIES	X		181	181	-	-	-	-	-
61	JEFF ROHR	P		105	-	105	-	-	-	-
62	KIM HARP			197	-	-	-	-	-	-
63	KATHY LANDGRAVE			51	-	-	-	-	-	-
64	RUSSELL KING			130	-	-	-	-	-	-
65	DON WOOLAND	X		96	96	-	-	-	-	-
66	JEFF ROHR	P		224	-	224	-	-	-	-
68	BOMAR ALVARADO			152	-	-	-	-	-	-
69	FRANK IMPINNA	X		182	182	-	-	-	-	-
70	TERI HJELMSTAD (The Village)			81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)			26	-	-	-	-	-	-
73	DANIEL BROWN	X		1,184	1,184	-	-	-	-	-
74	BRENT DOUGAL	X		940	940	-	-	-	-	-
75	BRENT DOUGAL	X		74	74	-	-	-	-	-
76	MICHAEL FLOWER	X		223	223	-	-	-	-	-
77	MELISSA SMESSEART			420	-	420	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	CONNIE MANZER (The Retreat)	X		101	101	-	-	-	-	-

[illegible]

Delegate Meeting Minutes

April 16, 2024

6:00 p.m.

Southridge Rec Center

Agenda item: Guest Speaker

Presenter: Stephanie Stanley

Stephanie Stanley, HRMD, presented a PowerPoint outlining the following:

An update on the events that HRMD and HRCA are partnered with

An update on the Highlands Ranch Senior Center and the expansion of senior programming.

Information regarding new pickleball courts that are in the works and Toepfer Park, which HRMD is beginning design on.

Proposed website changes and updates that brings HRMD into accessibility compliance.

Upcoming events throughout the Spring.

Agenda item: Call to Order

Presenter: Monica Wasden

President Wasden called the meeting to order at 6:02 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; 21,707 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
November 14, 2023, Meeting

Presenter: Monica Wasden

Conclusions:

February 2024 minutes were approved—motioned by Dennis Epperly, representing District 2, and seconded by Colin Campbell, representing District 115. Motion carried.

Agenda item: Member Forum

Presenter: N/A

Discussion:

None

Agenda item: Board of Directors Report

Presenter: Monica Wasden

Conclusions:

President Wasden presented a PowerPoint. Within the report:

2024 Delegate Election results.

Welcomed newly elected and returning Delegates. Thanked all Delegate representatives who were departing.

An update on the Board Vision Retreat held on Friday, April 5.

Shared information regarding Board positions – Monica Wasden, President, Todd Landgrave and Dan DeBacco, Vice Presidents, Jim Allen, Secretary, and Leo Stegman, Treasurer.

Agenda item: Board of Director Comments

Presenter: Board of Directors

Conclusions:

Leo Stegman: Shared his excitement to serve as an HRCA Board Member.

Agenda item: General Manager Report

Presenter: Mike Bailey

Conclusions:

Mike Bailey presented a PowerPoint. Within his report:

He welcomed all new Delegates to the meeting and thanked all HRCA volunteers for their efforts.

He thanked Theresa Hill and Kelly Garlutz for their efforts on the Board and Delegate election.

Agenda item: Department Updates

Presenter: Mark Giebel

Conclusions:

Mark Giebel presented a PowerPoint. Within his report:

Information about Delegate tours of the Backcountry.

The 15-year celebration of the Backcountry being opened in 2009 and the history of the Backcountry's beginnings.

The three pillars of Backcountry, conservation, education and recreation.

An update of the current status of the Backcountry, highlighting the health of wildlife habitats.

Information regarding Backcountry staffing.

Annakate Hein shared about Backcountry programs, including environmental education and why the Backcountry hosts Camp Backcountry, Wild Roots, and Equine Programs.

Lindsey McKissick shared about the Backcountry 501c3 mission and vision, programs, and future planning.

Mark Gunther presented a PowerPoint. Within his report:

Updates on the Eastridge hot tub, Southridge patio, Westridge and Northridge outdoor pool cabanas.

Status of the Westridge annual facility closure and other upcoming closures.

Status of the outdoor pool openings for May 24, 2024.

Agenda item: Continued Business

Presenter: N/A

Discussion:

None

Agenda item: New Business

Presenter: N/A

Discussion:

None

Agenda item: Delegate Forum

Presenter: Delegates

Discussion:

Ginger Nixt | District 91: Shared her frustrations regarding the construction at Quebec and Lincoln, and asked people not to cut through Settlers Village sub-association.

Agenda item: Adjournment

Presenter: Monica Wasden

Conclusions:

Motioned by Dennis Epperly, representing District 2, and seconded by Greg Herman, representing District 17. The Meeting of the Delegates was adjourned at 6:51 p.m.

Respectfully submitted,

Jim Allen, Secretary



Board Meeting

May 21, 2024

Southridge Rec Center

Business Agenda Items

- 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 April 2024
 - Approval of Architectural Review Committee Minutes from April 2024
 - Approval of the Finance Committee Minutes from March 2024
 - Approval of Catherine Landauer appointment to the Architectural Review Committee
 - Approval of Architectural Review Committee Member Annual Reappointments
 - Approval of Design Review Committee Member Annual Reappointments
 - Approval of Finance Committee Member Annual Reappointments
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee:
 - Review and approval of the April 2024 Financials
- VIII. General Manager Report
- IX. Continued Business
- X. New Business
- XI. Delegate Forum
- XII. Adjournment

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Board Meeting Minutes

April 16, 2024
Southridge Rec Center

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

Conclusions:

The meeting was called to order at 7:03 p.m.

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

Conclusions:

A quorum was established. Directors Jim Allen, Dan DeBacco, Leo Stegman and Monica Wasden 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 March 2024
- Approval of Architectural Review Committee Minutes from March 2024
- Approval of the Finance Committee Minutes from February 2024
- Approval of Architectural Review Committee Applicant Dawn Keating
- Approval of Architectural Review Committee Applicant Jeff Buttermore
- Approval of the Residential Improvement Guidelines

Discussions:

The board requested to remove Jim Allen's name from the Adjournment section of the March 2024 minutes. Monica Wasden's name will be inserted, as Jim was not present at the March 2024 meeting.

Conclusions:

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

Agenda item: Member Forum **Presenter:**

Discussions: None

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

Discussions:

Jim Allen: Commented on the initial interactions with the new Board of Directors and how positive they have been.

Monica Wasden: Thanked staff for the presentations made at the Vision Retreat on April 5.

Dan DeBacco: Also commented on his excitement about the new Board of Directors.

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

Discussions:

Delegate Meeting: None

Finance Committee: Brice Kahler presented the March 2024 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 DeBacco to approve the March 2024 HRCA financials as presented. Motion carried.

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

Discussions:

General Manager Mike Bailey commented on the following:

Recognized Stephanie Stanley from HRMD for being at the meeting and for their continued partnership with HRCA.

Thanked Mark Gunther and his staff for persevering during a busy season.

Shared his excitement of the first ever Employee Engagement Survey and that HRCA is a great staffing position.

Informed the Board of Directors regarding potential rebranding within the Marketing Department.

Agenda item: Continued Business **Presenter:** N/A

Discussions: None

Agenda item: New Business **Presenter:** N/A

Discussions: None

Agenda item: Delegate Forum **Presenter:** N/A

Discussions:

Dennis Epperly | District 2: Had a question regarding the HRCA/HRMD joint meeting.

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

Conclusions:

Leo Stegman, Dan DeBacco. The Board of Directors Meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Jim Allen, Secretary



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: April 3, 2024

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:33 p.m.

Member Name	Present	Absent	Excused
Elizabeth Bryant	✓		
Jeff Rohr	✓		
Laura Eicher			✓ **
Patricia Callies	✓		

Also in attendance:

Woody Bryant – Presiding Party

Jayma Wessling - Administrator

** Laura Eicher provided her proxy vote to Patricia Callies

II. RESIDENTIAL APPOINTMENTS:

III. NEW BUSINESS: Architectural Reviews – The Committee Members reviewed the following submittals.

1. **10174 Bentwood – Paint**
 - a. The Committee unanimously voted to approve an alternate color.
2. **2285 Wynterbrook – Xeriscaping/Artificial Turf**
 - a. The Committee unanimously voted to approve.
3. **241 Philips Peak - Addition**
 - a. The Committee unanimously voted to approve.
4. **537 Arden Cir – Paint**
 - a. The Committee unanimously voted to approve.
5. **10102 Brady Pl - Deck**
 - a. The Committee unanimously voted to conditionally approve.
6. **9170 Lark Sparrow Trl – Paint**
 - a. The Committee voted three (3) in favor, one (1) opposed to deny.
7. **1494 Sunset Ridge Rd – Lighting & Security**
 - a. The Committee unanimously voted to conditionally approve.
8. **7039 Newhall Dr – Clips**
 - a. The Committee unanimously voted to conditionally approve.
9. **2553 Cherryvale – Balcony**
 - a. The Committee unanimously voted to conditionally approve.
10. **674 Sage Cir – Paint**
 - a. The Committee unanimously voted to approve.

IV. DISCUSSION

With no further business, the regular meeting adjourned at 6:17 p.m.

Enhancing property values and creating quality of life through recreation, community events, and leadership



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: April 17, 2024

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. and the Minutes from April 3, 2024, were unanimously approved.

Member Name	Present	Absent	Excused
Elizabeth Bryant	✓		
Jeff Rohr	✓		
Laura Eicher	✓		
Patricia Callies	✓		
Jeff Buttermore	✓		
Dawn Keating			✓

Woody Bryant – Presiding Party
Jayma Wessling - Administrator

Elite Landscape – Contractor for 1280 Brettonwood Way
Steve Smythe – Contractor for 10242 Cedaridge

II. RESIDENTIAL APPOINTMENTS

1. 1280 Brettonwood Way – Accessory Building

a. The Committee voted unanimously to postpone the decision pending further information.

2. 10242 Cedaridge - Addition

a. The Committee voted unanimously to postpone the decision pending further information.

III. NEW BUSINESS: Architectural Reviews – The Committee Members reviewed the following submittals.

1. 5117 Tuscany Pl - Addition

a. The Committee unanimously voted to approve.

2. 9467 Cove Creek Dr – Commercial Vehicle

a. The Committee unanimously voted to approve.

3. 10266 Bentwood Ct – Commercial Vehicle

a. The Committee voted four (4) in favor with one (1) opposed resulting in an approval.

4. 9178 Roadrunner – Commercial Vehicle

a. The Committee unanimously voted to approve.

5. 9586 Painted Canyon Cir -German Schmear

a. The Committee unanimously voted to approve.

6. 1117 Southbury Ct - Paint

a. The Committee unanimously voted to approve.

7. 1287 Sunnyside St - Paving

a. The Committee unanimously voted to deny.

8. 502 Longfellow Ln – Garage Door

a. The Committee unanimously voted to conditionally approve.

9. 10640 Wagon Box - Lighting

a. The Committee unanimously voted to deny.



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

IV. DISCUSSION

1. Packet provided to the new volunteer.
2. Overview of RIGs updates.

With no further business, the regular meeting adjourned at 7:38 p.m.



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

**March 18, 2024, Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center**

FC Members Present:

Dan DeBacco
Ron Welk
Jennifer Harris
Leighton Stephenson
Mikell Wilcox
Michael Flower

FC Members Absent:

Shane Callahan
Homar Alvarado

Staff Members Present:

Brice Kahler, CFO
Emily Arnold, Accounting Manager
Mike Bailey, General Manager

Board Members and Visitors Present:

Monica Wasden, Board Member
Leo Stegman
Todd Landgrave
Christine McLeod, Audit Partner, Haynie and Company
Whitney Rosenfeld, Audit Manager, Haynie and Company
Jeremy Jones, Audit Senior, Haynie and Company

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 February 19, 2024, Finance Committee meeting minutes.

A motion was made to approve the February 19, 2024, HRCA Finance Committee meeting minutes as presented. The motion was approved with two abstentions.

Motion: Mikell Wilcox Second: Michael Flower

3. Christine McLeod, Audit Partner with Haynie and Company (“Haynie”), and Whitney Rosenfeld, Audit Manager, Haynie, presented a PowerPoint on the 2023 audit report and findings. Haynie issued an unmodified (i.e. “clean”) opinion on the financial statements of HRCA for the year ended December 31, 2023. Haynie conducted their audit in accordance with generally accepted auditing standards. They encountered no disagreements with management, nor encountered difficulties when performing the audit. Christine thanked Brice and the accounting staff for their involvement in the audit. There were no material changes from the draft December financials reviewed at the January 15, 2024, Finance Committee meeting and the final audited financials.

A motion was made to approve the December 31, 2023, Highlands Ranch Community Association Audited Financial Statements. The motion was approved unanimously.

Motion: Michael Flower Second: Ron Welk

4. Brice Kahler next noted that there were no material changes to the January 31, 2024, HRCA Financial Statements subsequent to the discussion at the February 19, 2024, Finance Committee meeting. No vote was taken at the February meeting since the prior year audit was not complete.

A motion was made to recommend that the HRCA Finance Committee accept the January 31, 2024, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Leighton Stephenson Second: Jennifer Harris

5. The Finance Committee next reviewed and discussed the February 29, 2024, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials and each operating fund. Consolidated net revenues are up 36% over budget.

A motion was made that the HRCA Finance Committee accept the February 29, 2024, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Jennifer Harris Second: Mikell Wilcox

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Cathlene

Last Name: Landauer

Home Phone #: [REDACTED]

Email Address: [REDACTED]

Address: [REDACTED]

City: [REDACTED], CO

Zip Code: [REDACTED]

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 experience volunteering on committees in our PTO. I am a Project Manager and part owner of a home renovation company.

9. Please attach a current resume.

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

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

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

Signature: [REDACTED]

Date

4/23/2024

For office use only:

Received by: _____

Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure

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

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

Signature

Cathlene Landauer
Print Name

Date

4/24/2024

Subject: Letter of Interest for the open position on the Architectural Review Committee

To whom it may concern,

I am writing to express my sincere interest in the Architectural Review Committee (ARC) position, as advertised. With a deep-seated passion for architectural integrity and a keen eye for detail, I am excited about the opportunity to contribute to the enhancement and preservation of our community's aesthetic appeal.

As a homeowner myself, I understand the significance of maintaining the charm and uniformity of our residential properties. I firmly believe that every architectural decision made contributes not only to the value of individual homes but also to the overall ambiance of our neighborhood.

My background in construction and technical project management has equipped me with a comprehensive understanding of the intricacies involved in home improvement projects. From conceptualization to execution, I have been involved in various aspects of residential renovations, ensuring that each project adheres to the highest standards of quality and compliance.

Moreover, I am well-versed in interpreting architectural plans and specifications, a skill essential for conducting thorough reviews of homeowner submissions. My attention to detail and commitment to upholding community guidelines make me a suitable candidate for the responsibilities associated with the ARC.

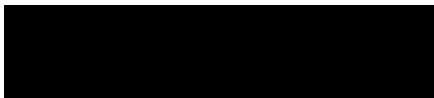
Beyond technical proficiency, I bring to the table a collaborative mindset and a dedication to fostering positive relationships within our community. I understand the importance of effective communication and diplomacy in addressing homeowner concerns while upholding the ARC's mandate to enforce community covenants.

Joining the ARC presents an exciting opportunity for me to combine my professional expertise with my passion for community service. I am eager to contribute my skills and insights to ensure that our neighborhood continues to thrive aesthetically while maintaining the values we hold dear.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the ARC in more detail.

Very Respectfully,

Cathlene Landauer



Overview

With a strong drive for continuous improvement and a focus on achieving project goals, I bring over two decades of experience in the IT sector, holding various roles that have honed my skills. My expertise in systems and technology, coupled with my adept interpersonal abilities, has enabled me to emerge as an innovative leader within the industry. I hold a Master of Science in Information Systems Management (MSISM) from National University, which I completed in 2015. Additionally, I have pursued further professional development through certifications such as Project Management Professional (PMP), Kanban, and SCRUM Master. These qualifications attest to my commitment to staying current with industry best practices.

Relevant Education, Training, and Certifications

- Master of Science in Information Systems Management (MSISM), National University, 2015
- Project Management Professional (PMP) Certification (*Valid till 2026)
- Kanban Certification
- Certified SCRUM Master (CSM)
- ITIL Foundations Certification
- Information Management for Leaders
- Risk Management/Mitigation

Work Experience / Technical Knowledge and Expertise

Experience:

Applied Future Technologies, INC

OCT/2020 - Current

IT Project Manager

M-F 8am-5pm Hybrid On-Site/Remote Fulltime 40HRS/WK

Currently assigned to the Project Management Office PMO Task Order

- Provided Project Management support to the ePlanning program with a focus on modernization to eNEPA. Tasks involved in this project encompassed creating a database for requirements, acquisition documentation development (ex. PWS), evaluating data using the National Reporting System (NRS/OAS), identifying and documenting data to be corrected, documenting NEPA Register features in need of update, and updating communication plans in addition to ensuring the completion of all tasks and deliverables within the scope of project requirements.
- Provided Project Management support to the Resource Use Decision and Determination (RUDD) project team. This involved creating a communications plan to validate the requirements of the current prototype, developing a strategic business plan, and integrating it into the directorate's modernization strategy, in addition to ensuring the completion of all tasks and deliverables within the scope of project requirements.
- Provided support completing intake assessments for the Charge Card support system and presented results to the Enterprise Solutions Board (ESB).
- Managed a team of nine individuals in roles such as Business Analyst, SharePoint Developers, Project Managers, and Systems Analyst for projects outside of my direct assignment in a matrix-managed structure. Provided supervision, coaching, performance management/evaluations, and specialized training to these team members as needed.
- Facilitated communications, meetings, and planning efforts to achieve multiple objectives, documenting all activities in meeting minutes.
- Provided support developing and organizing HQ580 technical documentation to support an enterprise centralized document storage space for all technical notes, system operating procedures, CSOMs and other procedures.

Previously assigned to the BLM Systems Engineering Branch Coordination Office (OC380)

- Provided Project Management support to various infrastructure, enterprise sysadmin and system engineering projects listed:
 - AZURE Cloud Environment Creation
 - Updating the Distributed File System (DFS)
 - Enterprise Internet Service Provided EIS Migration from Verizon to Lumen
 - MAC OS Services Implementation
 - Encryption Enforcement (Policy Enforcement)
 - Login Script Standardization
 - SPARC UNIX Server Migration to LINUX Servers
 - KMS, RDS Licensing and WSUS Service Updates
 - BLM LAN 2 LAN (L2L) Updates
- Managed the completion of all tasks and deliverables within the scope of project requirements.
- Facilitated communications, meetings, and planning efforts to complete multiple objectives.
- Development of various project reports, as well as remedy ticket reports for BLM Leadership using Power BI integrated with MS project.

Previously assigned to the Department of the Interior ITSM Seamless Customer Support System (SCSS) Task Order.

- I supervised 5 sub teams with distinct goals to support the department of the interior in establishing an enterprise ticketing system that all agencies (BLM, OCIO, BOR, BIA, NPS, USGS, BOEM, BSEE, etc) will adopt for providing technical assistance to government employees. These teams accomplished their goals, advancing the project through the development stages. As the concluding project manager for this assignment, I am pleased with the enduring success and ongoing progress of the initiative.

Experience and Qualifications Highlights

- ✓ Held Previous Security Clearances at various levels
- ✓ Intelligence Analysis and Presentation Skills
- ✓ Data Analysis Skills
- ✓ Leadership and Teamwork Skills
- ✓ In-depth Technical Experience
- ✓ Expert in analysis and communications

- o *Communications (Purple)*: This team was responsible for creating and distributing all communications material. I collaborated with the team to create a comprehensive communications plan. Subsequently, the team produced various communications that were sent to users, stakeholders, and other relevant parties. As part of their efforts, the team organized a naming competition, which resulted in the selection of the name Bison Support System (BSS) for use by all bureaus within the Department of the Interior, including BLM.
- o *Process Standardization (Orange)*: This team successfully established a standardized process, including Tier Support levels, a glossary of terms, and a password reset procedure, which gained unanimous agreement from all agencies within the department. This achievement is particularly noteworthy considering the challenges of reaching consensus among these individuals.
- o *Acquisitions (Green)*: This team was tasked with generating the essential documentation needed for the federal contracting acquisitions process, with the objective of securing a developer to commence the development of the enterprise Bison Support System (BSS).
- o *Community of Practice (Blue)*: This team successfully created a charter for a specialized community of practice (COP) focused on service management within the department. This charter outlined the schedule for meetings, responsibilities for managing the website, MS Teams Space, Stream Channel, and the internal shared email inbox (SMcop@). The community of practice has continued to thrive and is still active as of 2024.
- o *Tool Standardization (Yellow)* : This team established the technical and functional criteria that the chosen enterprise ticketing system must meet in order to be compatible with all agencies in the department.

**Applied Future Technologies, INC
Business Analyst**

SEP/2016 – OCT/2020

M-F 8am-5pm Hybrid On-Site Fulltime 40HRS/WK

Assigned to the System, Engineering, Technical, Analysis (SETA) contract for Bureau of Land Management; supporting WO-200/300 Task Order.

- In my initial role as a BA, I was tasked with assisting in the development of the Human Resources Case Management System (HRIMS). My responsibilities included analyzing business requirements related to benefits and retirement cases, as well as researching available tools to address these needs. After exploring different options, we found that the Federal HR Navigator software, which the bureau was already utilizing, offered sufficient functionality to meet our requirements.
- Served as a BA for the evaluation of the Utah Mineral Tracking System (MTS). My main goal was to analyze requirements in order to produce a comprehensive package for developers to create an inspection module that mimics the functions of the state-funded Mineral Tracking system used exclusively in Utah for overseeing compliance inspections on different mining sites. Additionally, I relayed the identified requirements to the Mineral Lands Realty System (MLRS) development team, who utilized them as the foundation for developing the inspection module requirement within MLRS.
- I provided analysis assistance by reviewing CPIC budgets for upcoming IT projects and conducted meetings with project leads to gather budget expectations for projects to be implemented in the System Engineering directorate.
- Collaborated with users to develop, review, and finalize several BLM Remedy IT Helpdesk ticketing workflows, ensuring their readiness for production. These workflows, specifically designed for Human Resources, are currently in use as remedy workflows.
- Provided assistance as a Business Analyst for the LR2000 to GIS project, focusing on pinpointing transactional data with GIS content in the LR2000 system; the GIS analyst then processed the GIS data to create a geospatial map illustrating the land use details from the LR2000 Land Management System.
- I provided support for the SDARTT/DIRT project under the WO 300 directorate, focusing on creating a new data standard named Surface Disturbance. The main objective was to translate area disturbance restrictions into a map displaying the limits of surface disturbance permitted in a specific region. This geospatial data layer would aid in identifying disturbance areas and setting disturbance caps based on Resource Management Plans (RMPs) designed to safeguard natural resources and endangered species like Sage Grouse
- Analyzed business processes within the BLM organization and made recommendations for solutions or improvements that can be accomplished through new technology or alternative uses of existing technology.
- Acted as liaison between business stakeholders, such as management, customers, or end users. Conducted Workshops, meetings, interviews and virtual sessions to gather user requirements for system development projects.
- Analyzed and communicated stakeholder needs by translating business requirements into software requirements using Use Case, User Stories & BPMN modeling tools and techniques to communicate business requirements for new systems.
- Used techniques such as sampling, model building and structured analysis, to ensure the solution is efficient, cost-effective and financially feasible
- Develop and maintain business/technical requirements MRL/RTM tools for traceability from development to testing and validation phase.

**Source Gas
Desktop Analyst II**

APR/2014 - FEB/2016

M-F 8am-5pm Fulltime 40HRS/WK

Provided second level desktop support to all company personnel to setup, configure, troubleshoot, analyze, and repair computer systems.

- Set up and configured new systems, new applications, and upgrades.
- Responded to tickets, troubleshoot, and resolved problems in a timely manner.
- Supported the enterprise-wide implementation of software installation of applications and systems that serve multiple organizational levels. Interacted with network and telecommunications support team and presented detailed documentation.
- Participated in weekly assessments and evaluations of IT and telecommunications assessments and evaluations.

- Successful execution of my job duties required attention to detail, customer service, oral communication skills (via verbal, phone, presentation, training, etc.) and independent problem solving.
- Developed and maintained company IT policies and procedures.
- Managed user account information, permissions, and rights, including groups using Microsoft Exchange.
- Performed system administrator duties by creating/disabling user account information, managing permissions, and Distribution group generation using Microsoft Exchange and Active Directory
- My team received a Source Gas Exceptional Teamwork award for efforts executed during a complete IT hardware/network reconfiguration over three-week period. Contributed by sacrificing extra time and manpower outside business hours to be present in order to execute the tasks in a timely and efficient manner.

U.S. Department of Homeland Security (Homeland Security Investigations)
Investigative Assistant

AUG/2011 - FEB/2014
M-F 7am-5pm Fulltime 40HRS/WK

Provided administrative and analysis support for criminal investigations.

- Performed a wide variety of interrelated and/or nonstandard investigative support work.
- Prepared investigative reports to assist agents with investigations such as Drug Destruction Letters, Administrative subpoenas, Court orders, Drug Analysis reports, etc.
- Received training in legal aspects of investigation and expert testimony for trial cases.
- Assisted with search warrant execution and on-site evidence handling procedures.
- Used computers with office applications to perform operations or to prepare complex investigative documents containing tables or graphs.
- Participated and followed evidence handling directives in accordance with the rules of evidence handling applicable in criminal court.
- Applied knowledge of the laws and regulations enforced regarding investigations.
- Assisted with procurement and analysis of criminal intelligence data by searching databases for birth and/or death records.
- Assisted with the generation of Parole paperwork in order for agents to take defendants who are under arrest and not US citizens to the proper detention facilities.
- Completed fingerprint cards, sent disposition information to FBI.
- Assisted investigators by verifying facts about detainees and running checks in databases to provide expansive background history on the individual of interest.
- Ensured signed statements, affidavits and documentary evidence were included in reports and case records.
- Participated, under supervision, in surveillance operations.
- Assisted Intel Research Specialist with analysis to include the generation of charts that represent key criminal components of drug trafficking organizations.
- Granted access and frequently utilized the following databases in support of investigative activities TECS, CIS, NCIC, NLETS, Penlink, Palantir, Clear, ATS, ENFORCE, EAGLE, ARJIS, DICE, COPLINK, INS, Calphoto, TCSG, CLAIMS, EARM, TLO, etc.
- Provided investigative, administrative and logistical support to multiple federal agents

Knight Networking, INC
Information Technology SME Consultant

FEB/2013 - SEP/2013
M-F PartTime 20HRS/WK

Provided expert knowledge in assisting Knight Networking with bid for government contracts as a consultant.

- Contracted by client to gain expert knowledge I possess in reference to creating a network infrastructure that utilize multiple telecommunication technologies (Satellite, TCP/IP, UDP, Serial, VPN, radio wave, etc).
- Collaborated with staff at all levels of the client organization.
- Provided technical knowledge and expertise as requested.
- Developed documentation for bids on government contracts.
- Worked with this client and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations.
- Participated and presented my contributions during oral boards on behalf of the client. This involved making a clear and convincing oral presentation to the individuals awarding the contracts. This included listening to others, understanding nonverbal cues, and responding appropriately.

Tactical Engineering and Analysis, INC
Systems Analyst / Field Engineer

JUN/2006 –OCT/2010
M-F 8am-5pm Remote Fulltime 40HRS/WK

Granted SECRET Level Clearance. As Ballistic Missile Defense (BMD) Test Director / Tactical Data Link (TDL) Analyst led a team of personnel in the pre-test planning, test execution, and post-test analysis for BMC4I Interoperability to meet BMDS mission objectives and requirements in support of Missile Defense Agency.

- Experienced in supporting System Operation and Verification Test (SOVT), Installation and Check Out (INCO), Validation and Verification Testing (V&V), and live operations for multiple TCP/IP communication types such as Multicast, Unicast, and Satellite network architectures.
- Expert at management and integration of Tactical Data Links: Link 11A, Link 11B, Link 16, Link 4A, NILE/Link 22, Satellite-TDL A, Satellite-TDL J, Multicast-TDL J, Unicast-TDL J, Joint Range Extension Application Protocol A/B/C, Cooperative Engagement Capability, and Extremely High Frequency Medium Data Rate, Time Division Multiple Access Interface Processor.
- Knowledge of IT system monitoring methods, UNIX/LINUX/Windows operating systems, LAN and WAN networks, telecommunications equipment, and related software.
- Experienced with Cisco CCNA, Network +, A + concepts such as OSI model, OSPF, router configuration, network establishment, hardware and software manipulation, communications protocols, etc.
- Experience with configuring and operating NIPRnet
- Possess expert knowledge of the Common Data Link Monitoring System (CDLMS), Air Defense System Integrator (ADSI), AEGIS Weapon Suite, Network, System Integration and Test Environment, Joint Range Extension Gateway, Joint Analysis Display Environment, Automated Digital Network System, Integrated Shipboard Network System and various external communications equipment.
- Experienced with acceptance test, defect analysis and testing, integration testing, system test, and requirement verification.
- Experience extracting data from test sessions, analyzing data, and presenting findings to large data analysis working groups.

United States Navy – Enlisted Petty Officer 2nd Class (E-5) ESWS Cryptologic Technician Collection Specialist (CTR)

JUN/2002 – JUN/2006

Various 50/60+ HRS a Week

Honorably Discharged, Cleared to Top Secret/SCI with polygraph SSBI. Provided cryptologic support, training, and equipment to naval surface forces with direct support to fleet operations and joint commanders.

- Mission Manager for International Crime and Narcotics (ICN) Mission. Supervised and trained 25 personnel to analyze, correlate and disseminate intelligence information in support of counter-narcotics and crime prevention efforts. Provided in-depth analysis of over 10,000 targets via complex digital communications signals which provide critical intelligence information to regional commanders.
- Assisted with communication architecture establishment and provided access availability planning and acquisition in accordance with (IAW) the DoD standards, procedures, and guidelines in support of multiple battle group objectives.
- Extensive experience and use of Global Command and Control System (GCCS)-Maritime (M)
- Certified and trained with Sun Solaris, ACCES, BGPHEs, BUSHOG, WEDLOCK, SSEE INC E, TRDF, CDF, GCCS-M, node networks, servers, modems, multiplexers, patch panel and Microsoft PowerPoint, Excel and Word. Utilized JWICS, SIPRNET, and NMCI.
- Recognized as the 2005 Sailor of The Year by the Naval Information Operation Command (NIOC) for leadership efforts during the ICN mission. Was given an early promote (EP) performance rating this same year, which is the highest a sailor can receive and that gave me the opportunity to take the next advancement test a year early.

Technologies:

- **Operating Systems** – Windows, Unix, Linux, IOS, and Android
- **Software Languages & Databases** – MySQL, OAS, Microsoft .NET, Visual Basic, and C++
- **Development Tools** – ArcPro, ArcGIS, ArcMap, Visual Studio, Android Studio, ER Studio and Erwin
- **Other Software** – Microsoft Office (Teams, Word, Excel, PowerPoint, Outlook, Project, Access, Power BI & Visio), Internet Explorer, Google Chrome, Edge, Filmora, MS Exchange, Remote Desktop, Avaya Technologies, Sharepoint Developer, and JIRA.
- **Other Skills** – Organization Skills, Teamwork, Leadership, Communication, Management, Community Development, Team Building, Presentation Skills, and Interpersonal Relationship Skills.

Awards/Recognitions:

- Rock-Star Award Recognition – 2021 (ASRC Federal)
- Rock-Star Award Recognition – 2017 (ASRC Federal)
- Exceptional Teamwork Award - 2015 (Source Gas)
- Exceptional Teamwork Award - 2014 (Source Gas)
- Appreciation Award – 2014 (DHS, Homeland Security Investigations (HSI))
- Certificate of Appreciation (FTG-05) – 2009 (Missile Defense Agency (MDA) / Combined Test Force (CTF))
- Certificate of Appreciation (GTD-03) – 2009 (Missile Defense Agency (MDA))
- Certificate of Appreciation (BMD/FTM-11a) – 2008 (Missile Defense Agency (MDA)/ Combined Test Force (CTF))

- Letter of Appreciation (BMD/Stellar Demon) – 2008 (*Aegis Ballistic Missile Defense (BMD)*)
- Certificate of Appreciation (FTG-03a) – 2008 (*Missile Defense Agency (MDA)/ Combined Test Force (CTF)*)
- Certificate of Appreciation (Glory Trip - 197) – 2008 (*Missile Defense Agency (MDA)/ Combined Test Force (CTF)*)
- SSC Pacific Center Team Achievement Award (FTM-14) – 2008 (*Space and Naval Warfare Systems Command (SPAWAR)*)
- Tactical Engineering and Analysis (TEA) Letter of Appreciation/Recognition (*TEA, INC*)
- Award 2005 Sailor of the Year – 2006 (*Naval Operations Command (NIOC)*)

Architectural Review Committee Reappointments 2024

Architectural Review Committee

Elizabeth Bryant

Jeff Rohr

Patricia Callies

Jeff Buttermore

Dawn Keating

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

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

Signature


Dawn Keating

Print Name

5/11/24
Date



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Elizabeth Last Name: Bryant
Home Phone #: [REDACTED] Email Address: [REDACTED]
Address: [REDACTED]
City: [REDACTED], CO Zip Code: [REDACTED]

1. Are you a home owner in Highlands Ranch?

☒

Yes

☐

No

2. Please check the committee for which you are applying:

Architctural Committee

Development Review Committee

Finance Committee

Tribunal Hearings Panel

Other ARC

3. Will you have the time required to fulfill the duties of this position?

☒

Yes

☐

No

4. Are you able to attend the necessary meetings?

☒

Yes

☐

No

5. Have you volunteered for a HRCA Committee Before?

☒

Yes

☐

No

6. Do you currently hold a committee position?

☒

Yes

☐

No

7. If yes, which committee and when?

ARC March 2022

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

Former HRCA employee/ Residential coordinator 2013 to 2020

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: _____

For office use only:

Received by: _____ Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Jeff Last Name: Buttermore
Home Phone #: [REDACTED] Email Address: [REDACTED]
Address: [REDACTED]
City: [REDACTED], CO Zip Code: [REDACTED]

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?

Joined ARC this year

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?
Previous served on board for high rise building. Served as chair for engineering group.

9. Please attach a current resume.

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

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

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

Signature: [REDACTED] Date: 5/14/24

For office use only:

Received by: _____ Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Jeff Last Name: Rohr
Home Phone #: [REDACTED] Email Address: [REDACTED]
Address: [REDACTED]
City: [REDACTED], CO Zip Code: [REDACTED]

1. Are you a home owner in Highlands Ranch?

☒

Yes

☐

No

2. Please check the committee for which you are applying:

Architectural Committee

Development Review Committee

Finance Committee

Tribunal Hearings Panel

Other _____

3. Will you have the time required to fulfill the duties of this position?

☒

Yes

☐

No

4. Are you able to attend the necessary meetings?

☒

Yes

☐

No

5. Have you volunteered for a HRCA Committee Before?

☒

Yes

☐

No

6. Do you currently hold a committee position?

☒

Yes

☐

No

7. If yes, which committee and when?

ARC and Delegate

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

Delegate for 5 years. ARC member for 3 years

9. Please attach a current resume.

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

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

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

Signature: [REDACTED] Date 05/09/2024

For office use only:

Received by: _____ Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: **Patricia**

Last Name: **Callies**

Home Phone #

Email Address:

Address:

City:

CO

Zip Code:

80129

1. Are you a home owner in Highlands Ranch?

☒ Yes

☐ No

2. Please check the committee for which you are applying:

Architectural Committee

Development Review Committee

Finance Committee

Tribunal Hearings Panel

Other _____

3. Will you have the time required to fulfill the duties of this position?

☒ Yes

☐ No

4. Are you able to attend the necessary meetings?

☒ Yes

☐ No

5. Have you volunteered for a HRCA Committee Before?

☒ Yes

☐ No

6. Do you currently hold a committee position?

☒ Yes

☐ No

7. If yes, which committee and when?

Architectural Committee

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

Currently on architectural committee, 15 years construction defect litigation paralegal, 20 years in design field as faux finisher working with construction companies and designers on new and remodel builds

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 **5/10/2024**

For office use only:

Received by: _____

Date: _____

☐ Application

☐ Resume

☐ Letter of Interest

☐ COI Disclosure

Design Review Committee Reappointments 2024

Design Review Committee

Greg Banks
Michael Burmeister
Ariel Madlambayan
Kyle Matthews
Zell Cantrell
Erik Okland



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Ariel

Last Name: Madlambayan

Home Phone # _____

Email Address: _____

Address: _____

City: _____, CO

Zip Code: _____

1. Are you a home owner in Highlands Ranch?

☒

Yes

☐

No

2. Please check the committee for which you are applying:

Architectural Committee

Development Review Committee

Finance Committee

Tribunal Hearings Panel

Other _____

3. Will you have the time required to fulfill the duties of this position?

☒

Yes

☐

No

4. Are you able to attend the necessary meetings?

☒

Yes

☐

No

5. Have you volunteered for a HRCA Committee Before?

☒

Yes

☐

No

6. Do you currently hold a committee position?

☒

Yes

☐

No

7. If yes, which committee and when?

DRC/2017 to present

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

I have been a Highlands Ranch resident since 1998 and began serving on the DRC in 2017. I am a practicing architect and feel that my experience can continue to benefit the review process that HRCA has implemented for our community. I would like to continue to serve on the DRC.

9. Please attach a current resume.

On file.

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.

On file.

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

On file.

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

Signature: _____

Date

5/9/2024

For office use only:

Received by: _____

Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name:

ERIK

Last Name:

OKLAND

Home Phone:

[REDACTED]

Email Address:

[REDACTED]

Address:

[REDACTED]

[REDACTED]

City:

[REDACTED]

CO

Zip Code:

[REDACTED]

1. Are you a home owner in Highlands Ranch?

☒

Yes

☐

No

2. Please check the committee for which you are applying:

Architectural Committee

☒

Development Review Committee

Finance Committee

Tribunal Hearings Panel

Other _____

3. Will you have the time required to fulfill the duties of this position?

☒

Yes

☐

No

4. Are you able to attend the necessary meetings?

☒

Yes

☐

No

5. Have you volunteered for a HRCA Committee Before?

☒

Yes

☐

No

6. Do you currently hold a committee position?

☒

Yes

☐

No

7. If yes, which committee and when?

DRC

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

9. Please attach a current resume.

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

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

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

Signature:

[REDACTED]

Date

5/13

For office use only:

Received by: _____

Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: **GREG**

Last Name: **BANKS**

Home Phone #

Email Address:

Address:

City: , CO

Zip Code:

1. Are you a home owner in Highlands Ranch?

☒

Yes

☐

No

2. Please check the committee for which you are applying:

Architectural Committee



Development Review Committee

Finance Committee

Tribunal Hearings Panel

Other

3. Will you have the time required to fulfill the duties of this position?

☒

Yes

☐

No

4. Are you able to attend the necessary meetings?

☒

Yes

☐

No

5. Have you volunteered for a HRCA Committee Before?

☒

Yes

☐

No

6. Do you currently hold a committee position?

☒

Yes

☐

No

7. If yes, which committee and when?

Development Review Committee (Current Member)

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

I have been a resident of Highlands Ranch since 2005.
I have been a member of the HRCA DRC consecutively for several years.

9. Please attach a current resume.

This document is on file.

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.

This document is on file.

11. Please fill out the attached disclosure statement for the Conflict of Interest Policy. This document is on file.

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

Signature:

Date: 5/17/2024

For office use only:

Received by:

Date:

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Kyle

Last Name: Matthews

Home Phone # _____

Email Address: _____

Address _____

City: _____, CO

Zip Code: _____

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?

Currently on DRC

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

I am an architect, I regularly interact with development committees throughout the United States and have lived in HR for 17 years. I love our community but also see the need for continual upkeep as

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

5/13/24

For office use only:

Received by: _____

Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Michael Last Name: Burmeister

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

Address: [REDACTED]

City: [REDACTED], CO Zip Code: [REDACTED]

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

2. Please check the committee for which you are applying:

Architectural Committee Development Review Committee Finance Committee Tribunal Hearings Panel
Other _____

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

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

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

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

7. If yes, which committee and when?

Development Review Committee, term just ending

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

With over 20 years experience as a staff officer supporting agency planning and operations, I am used to working in a team. I graduated from the Highlands Ranch Citizens academy and served on the DRC for one term and as an Election Judge. I am invested in the community.

9. Please attach a current resume.

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

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

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

Signature: [REDACTED] Date: 10 May 2024

For office use only:

Received by: _____ Date: _____

☐ Application ☐ Resume ☐ Letter of Interest ☐ COI Disclosure



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Zell Last Name: Cantrell
Home Phone #: [REDACTED] Email Address: [REDACTED]
Address: [REDACTED]
City: [REDACTED], CO Zip Code: [REDACTED]

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?

HRCA DRC

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

Real Estate Development design and construction professional that has lived in HR for almost 24 years. Member of the DRC for 8 years, Chaired DRC for last 4 years +/-.

9. Please attach a current resume.

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

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

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

sign.) Signature: [REDACTED]

Date May 13, 2024

For office use only:

Received by: _____

Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure

Finance Committee Reappointments 2024

Finance Committee

Jennifer Harris
Shane Callahan
Ron Welk
Mikel Wilcox
Michael Flower
Homar Alvarado
Leighton Stephenson



First Name: Homar Last Name: Alvarado

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

Address: [REDACTED]

City: [REDACTED], CO Zip Code: [REDACTED]

☒ Yes ☐ No

Architectural Committee	Development Review Committee	Finance Committee	Tribunal Hearings Panel
Other			

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

Finance Committee, since late 2023

Educated and experienced in government body budgeting, contracting, and work execution. Hold an undergrad degree in the same and a master's in business.

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

Signature: _____ Date 5/16/2024

☐ Application ☐ Resume ☐ Letter of Interest ☐ COI Disclosure



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Jennifer

Last Name: Harris

Home Phone #: [REDACTED]

Email Address: [REDACTED]

Address: [REDACTED]

City: [REDACTED], CO

Zip Code: [REDACTED]

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?

finance

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

graduate of citizens academy 2024, HRCA delegate & returning finance committee

9. Please attach a current resume.

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

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

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

Signature: [REDACTED] Date: 3-18-24

For office use only:

Received by: _____ Date: _____

☐ Application

☐ Resume

☐ Letter of Interest

☐ COI Disclosure

Received by: _____ Date:

Application

Resume

Letter of Interest

COI Disclosure



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Michael Last Name: Flower
Home Phone #: [REDACTED] Email Address: [REDACTED]
Address: [REDACTED]
City: [REDACTED], CO Zip Code: [REDACTED]

1. Are you a home owner in Highlands Ranch?

☒

Yes

☐

No

2. Please check the committee for which you are applying:

Architctural 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?

Finance Committee 2023 - present

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

HRCA Finance Committee; Former HRCA Delegate; Volunteer Accountant - The Right Step, Inc.
Board Member and Treasurer - Friends of the Highlands Ranch Senior Center

9. Please attach a current resume.

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

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

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

Signature: [REDACTED] Date 03/18/24

For office use only:

Received by: _____ Date: _____

☐

Application

☐

Resume

☐

Letter of Interest

☐

COI Disclosure



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Mikell Last Name: Wilcox
Home Phone #: [REDACTED] Email Address: [REDACTED]
Address: [REDACTED]
City: [REDACTED], CO Zip Code: [REDACTED]

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?

Finance Committee

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA? 3+ years on finance committee, owns accounting firm

9. Please attach a current resume.

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

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

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

Signature: [REDACTED] Date: 3/18/24

For office use only:

Received by: _____ Date: _____

☐ Application ☐ Resume ☐ Letter of Interest ☐ COI Disclosure



First Name: **Ron** Last Name: **Welk**

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

Address: [REDACTED]

City: [REDACTED], CO Zip Code: [REDACTED]

☒ Yes ☐ No

Architectural Committee Development Review Committee **Finance Committee** Tribunal Hearings Panel
Other

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

Finance Committee since 2015

Page 43 of 44

