



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE DELEGATES AGENDA

February 16, 2021

5:30 p.m.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/423311277>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 423-311-277

| <u>Business Meeting</u> | <u>Approximate Time</u> |
|--|--------------------------------|
| 1. Call to Order | 5:30 p.m. |
| 2. Proof of Notice of Meeting | 5:31 p.m. |
| 3. Roll Call / Establishment of Quorum | 5:32 p.m. |
| 4. Approval of Minutes from the Preceding Meeting of Delegates on January 19, 2021 | 5:42 p.m. |
| 5. Board of Directors Reports | 5:45 p.m. |
| a. Scott Lemmon, Krystal Woodbury, Brock Norris, Jim Allen, Melissa Park | |
| 6. Facilities Update- Ken Joseph | 6:00 p.m. |
| 7. Board Candidate Introductions and Delegate Questions | 6:10 p.m. |
| 8. Continued / New Business | 7:00 p.m. |
| 9. Member Forum (Sign up in advance and 3-minute time limit) | 7:01 p.m. |
| 10. Delegate Forum (Sign up in advance and 3-minute time limit) | 7:10 p.m. |
| 11. Adjournment | 7:20 p.m. |

The Board of Directors Meeting follows immediately upon adjournment of Delegate Meeting.
The Next Delegate and Board meeting will be held on Tuesday, March 9, 2021

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: annie.vincent@hrcaonline.org. The Board Working Session, Regular Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our Members.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

**DIRECTED PROXY
FOR THE ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS
AT A MEETING OF THE DELEGATES OF
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.
(And any adjournment thereof)**

Please sign and return this proxy now. By providing your ballot and proxy now, you will save the Association further solicitation expenses.

I represent myself to be the Delegate for Delegate District _____ (fill in District Number) within the Highlands Ranch Community Association.

I hereby appoint, constitute and grant my proxy to _____ (in the absence of a written in name, your proxy will automatically be granted to the President of the Association), for purposes of obtaining a quorum of Delegates and for casting my vote in the election of Board members as indicated below:

You may vote for up to [2] candidates. Please indicate the exact number of votes held by you for your Delegate District that you would like to be cast for each candidate. The total number indicated on the proxy may not exceed [2] times the number of votes you hold. If it does, your proxy will be invalid.

You may vote for any number of candidates however; you may not vote more than the number of votes for your Delegate District for any one single candidate as it is considered cumulative voting and is not allowed per the HRCA Bylaws.

[Jim Allen] _____

[John Mackowiak] _____

[Brock Norris] _____

[Abstentions] _____

This proxy is good for the 2021 Online Board Election that is open between February 22-March 8, 2021 and any adjournment thereof and includes the right of the proxyholder to substitute a successor. All previous proxies given are revoked. This proxy shall be void only if the undersigned cancels this authority in writing or by attendance at the meeting with verbal notice to the Chairman of the meeting. The undersigned hereby ratifies and confirms any and all acts and things that the proxyholder may do or cause to be done under this proxy. This proxy form has been provided by the Association pursuant to the Bylaws.

Delegate Name (printed)

Date

Delegate Signature

This proxy should be signed and then delivered to the Chairman of the Meeting prior to the meeting, as follows:
Mail or Hand Delivery to: Highlands Ranch Community Association, Inc.
9568 University Blvd. Highlands Ranch CO 80126
Or emailed to annie.vincent@hrcaonline.org or faxed to 303-791-6705



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE DELEGATES MINUTES

January 19, 2021

5:30 p.m.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/881733997>

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 881-733-997

-
1. **Remarks from Invited Guests:** Tri County Health, Melissa Sagar provided a COVID-19 Update. Melissa presented about data, vaccinations, high school athletic regulations and public policy. Questions and discussion occurred.
 2. **Call to Order:** 6:11 p.m.
 3. **Proof of Notice of Meeting**
 4. **Roll Call / Establishment of Quorum:** A quorum was established. 21,452 lots of 31,388 lots were present.
 5. **Approval of Minutes from the Preceding Meeting of Delegates on December 15, 2020**
ACTION: The December 15, 2020 Delegate minutes were approved by unanimous consent.
 6. **Board of Directors Reports:** Scott Lemmon provided a PowerPoint presentation. Scott presented about the Backcountry Beer Label, Sign Enforcement, Elections, Guest Speakers, Board Agenda, and the Quarterly Meetings.
 7. **Community Relations Update:** Jamie Noebel provided a PowerPoint presentation. Jamie presented about past events including the Virtual Nutcracker and Christmas Classical Concert. Upcoming events will include the Blood Drive, Happy Hours, Whiskey Tasting and Cold Cases and Cocktails. Jamie also provided a marketing update. Highlands Ranch is celebrating 40 years of history this year and the website has been redesigned to be more user friendly.
 8. **Facilities Update:** Ken Joseph provided a PowerPoint presentation. Ken presented about Facility Usage, State Limitations, Reservations and Upcoming Renovations to the Eastridge Pool Area.
 9. **Continued / New Business:** None
 10. **Member Forum:** John Mackowiak from 1134 Shadow Mountain spoke about the upcoming election, the recent email he sent to the Delegates, and the Board's reply.
 11. **Delegate Forum:** Pattie McGuinness, #112 commented that a representative from Dark Skies will be coming to the ARC meeting on March 3 to present for anyone interested. Rebecca Rothwell, #26 asked why homeowners cannot skip a payment due to hardships created from COVID. Bryan Walsh, #22/28 asked about the cons for allowing political speakers at Delegate meetings.
 12. **Adjournment:** 7:14 p.m.

Respectfully Submitted,

Jim Allen, Secretary

DISTRICT DELEGATE ROLL CALL
 MEETING DATE: JANUARY 19, 2021
 RECORD DATE: JANUARY 12, 2021

Instructions:
 For initial role call:
 - For Delegates who are present - place an "X" in column C in the

| Dist No. | DELEGATE NAME | Enter "X" if Present Enter "P" if Proxy | Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split | Total # of Lots | LOTS* | PROXY | F+O+A | TOTAL IN FAVOR | TOTAL OPPOSED | TOTAL ABSENTIONS |
|----------|------------------------------------|--|---|-----------------|-------|-------|-------|----------------------|------------------|---------------------|
| 1 | LESLIE MILLER | | | 297 | - | - | - | - | - | - |
| 2 | JESUS BOHRA | | | 266 | - | - | - | - | - | - |
| 3 | VACANT | | | 184 | - | - | - | - | - | - |
| 4 | ROY KING (Stratton Ridge) | X | | 153 | 153 | - | - | - | - | - |
| 5 | JUDY DYK (Bradford Hills) | | | 108 | - | - | - | - | - | - |
| 6 | KEANAN CYPHER (Sunarmill) | X | | 126 | 126 | - | - | - | - | - |
| 7 | MICHAEL RILEY | | | 86 | - | - | - | - | - | - |
| 8 | HATHUR BLAKE (Chalet) | | | 297 | - | - | - | - | - | - |
| 9 | STEP LEBOLD (P) (Rimington Bluffs) | X | | 50 | 50 | - | - | - | - | - |
| 10 | VACANT | | | 143 | - | - | - | - | - | - |
| 11 | DEREK LONG | X | | 251 | 251 | - | - | - | - | - |
| 12 | CONNIE ROSEL (Falcon Hills) | P | | 113 | - | 113 | - | - | - | - |
| 13 | HILARY PRICE | X | | 199 | 199 | - | - | - | - | - |
| 14 | TAMMY KELLY | X | | 185 | 185 | - | - | - | - | - |
| 15 | JUSTIN HILL | | | 208 | - | - | - | - | - | - |
| 16 | ELIZABETH STROCK | X | | 105 | 105 | - | - | - | - | - |
| 17 | GREG HERMAN | X | | 166 | 166 | - | - | - | - | - |
| 18 | GLENN PROULX | X | | 318 | 318 | - | - | - | - | - |
| 20 | JEAN REHME | X | | 208 | 208 | - | - | - | - | - |
| 21 | JOE STEWART | X | | 189 | 189 | - | - | - | - | - |
| 22 | BRYAN WALSH | X | | 132 | 132 | - | - | - | - | - |
| 23 | DONNICK ESPPOSITO | X | | 142 | 142 | - | - | - | - | - |
| 24 | CONNIE ROSEL | P | | 83 | - | 83 | - | - | - | - |
| 25 | ANDY JONES | X | | 438 | 438 | - | - | - | - | - |
| 26 | REBECCA ROTHWELL | X | | 183 | 183 | - | - | - | - | - |
| 27 | KATH GLENN | X | | 242 | 242 | - | - | - | - | - |
| 28 | BRYAN WALSH | X | | 48 | 48 | - | - | - | - | - |
| 30 | BRAD STAYER (Timberline) | X | | 368 | 368 | - | - | - | - | - |
| 40 | FRANK DEFINA | X | | 368 | 368 | - | - | - | - | - |
| 41 | DAN DEBACCO | X | | 366 | 366 | - | - | - | - | - |
| 49 | STEVE TROLLINGER | X | | 291 | 291 | - | - | - | - | - |
| 50 | LINDA WALLETT (Glensengles) | X | | 345 | 345 | - | - | - | - | - |
| 51 | VACANT | | | 253 | - | - | - | - | - | - |
| 52 | CLINTON CAVE | X | | 234 | 234 | - | - | - | - | - |
| 53 | SHARON LANDIS | | | 171 | - | - | - | - | - | - |
| 60 | VACANT | | | 184 | - | - | - | - | - | - |
| 61 | JEFF ROHR | X | | 105 | - | - | - | - | - | - |
| 62 | NANCY SMITH | X | | 197 | 197 | - | - | - | - | - |
| 63 | TODD LANGRVAE | X | | 51 | 51 | - | - | - | - | - |
| 64 | CHRIS BAYEE | P | | 130 | - | 130 | - | - | - | - |
| 65 | DON WOODLAND | X | | 96 | 96 | - | - | - | - | - |
| 66 | TOM BEHNER | X | | 224 | - | - | - | - | - | - |
| 68 | BOMAR ALVARADO | X | | 152 | 152 | - | - | - | - | - |
| 69 | LOUISE ANNARI | X | | 182 | - | - | - | - | - | - |
| 70 | FERI HELMSTAD (The Village) | X | | 81 | 81 | - | - | - | - | - |
| 71 | CONNIE ROSEL (Falcon Hills South) | P | | 26 | - | 26 | - | - | - | - |
| 73 | MARY PARKER | X | | 1,184 | - | - | - | - | - | - |
| 74 | BILL BUETTNER | X | | 940 | - | - | - | - | - | - |
| 75 | SUSAN O'BRIEN | X | | 74 | 74 | - | - | - | - | - |
| 76 | JENNIFER MITKOWSKI | X | | 223 | 223 | - | - | - | - | - |
| 77 | MELISSA SMESSEART | X | | 420 | 420 | - | - | - | - | - |
| 78 | AMET GUPTA | X | | 274 | - | - | - | - | - | - |
| 79 | GRACE McMAHON (The Retreat) | X | | 101 | - | - | - | - | - | - |

| Dist No. | DELEGATE NAME | Enter "X" if Present Enter "P" if Proxy | Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split | Total # of Lots | LOTS* | PROXY | F+O+A | TOTAL IN FAVOR | TOTAL OPPOSED | TOTAL ABSENTIONS |
|------------|---|--|---|-----------------|--------|-------|-------|----------------------|------------------|---------------------|
| 80 | MONICA WADSEN (PA20) | X | | 1,533 | 1,533 | - | - | - | - | - |
| 81 | AL BONGEAU | | | 20 | - | - | - | - | - | - |
| 82 | KURT HUFFMAN | X | | 778 | 778 | - | - | - | - | - |
| 83 | ANDY NATALIE | X | | 180 | 180 | - | - | - | - | - |
| 84 | DANIEL ALBERT | X | | 785 | 785 | - | - | - | - | - |
| 85 | DEBORAH SPICER | X | | 784 | - | - | - | - | - | - |
| 86 | CRYSTAL BRYANT | X | | 1,290 | 1,290 | - | - | - | - | - |
| 87 | VACANT (Indigo Hill) | | | 481 | - | - | - | - | - | - |
| 88 | CAROLYN CROOM (Weatherstone) | X | | 294 | 294 | - | - | - | - | - |
| 89 | JUDI RILEY (Villages at H.R.) | | | 323 | - | - | - | - | - | - |
| 90 | MICHAEL DEVENY (Spacely) | X | | 250 | 250 | - | - | - | - | - |
| 91 | GINGER NEST (Sisters Village) | | | 199 | - | - | - | - | - | - |
| 92 | MICHELLE RATCLIFF (Canyon Ranch) | X | | 440 | 440 | - | - | - | - | - |
| 93 | RUSSELL SHAFFER | X | | 260 | - | - | - | - | - | - |
| 94 | AL PELKOWSKI (Westridge Knolls) | X | | 617 | 617 | - | - | - | - | - |
| 95 | TOM HALL (Coventry Ridge) | X | | 56 | 56 | - | - | - | - | - |
| 96 | DOUG MORTON (Highwoods HOA) | X | | 104 | - | - | - | - | - | - |
| 97 | WILLIAM SMITH | X | | 336 | 336 | - | - | - | - | - |
| 98 | DANA SANCILAND (Sandance @ Indigo Hill) | X | | 225 | 225 | - | - | - | - | - |
| 99 | MICHAEL PETRUCCELLI (Carlyle Park) | X | | 213 | 213 | - | - | - | - | - |
| 100 | PAT KAPTAIN | X | | 177 | - | - | - | - | - | - |
| 101 | VACANT | | | 111 | - | - | - | - | - | - |
| 102 | PAULA BACHELLER | X | | 202 | 202 | - | - | - | - | - |
| 103 | VACANT | | | 401 | - | - | - | - | - | - |
| 104 | DAN DEBACCO | X | | 532 | 532 | - | - | - | - | - |
| 105 | JOSEPH ADEN | X | | 353 | 353 | - | - | - | - | - |
| 106 | RITA NORRIS | X | | 226 | 226 | - | - | - | - | - |
| 107 | ALDIS SIDES (HR Golf Club) | X | | 579 | 579 | - | - | - | - | - |
| 108 | GRACE STEWART | X | | 208 | 208 | - | - | - | - | - |
| 109 | JIM SEBEN (Backcountry) | X | | 1,252 | 1,252 | - | - | - | - | - |
| 110 | MARK DICKERSON (Stonebourn) | X | | 87 | 87 | - | - | - | - | - |
| 111 | MIKE WOODLAND (Franklin) | X | | 1,863 | 1,863 | - | - | - | - | - |
| 112 | PATTIE MCGUNNESS (Highland Walk) | X | | 298 | 298 | - | - | - | - | - |
| 113 | VACANT | | | 517 | - | - | - | - | - | - |
| 114 | CLAY KARR (The Heights) | X | | 1,652 | 1,652 | - | - | - | - | - |
| 115 | JACK JACQUART (Bromstones) | X | | 359 | 359 | - | - | - | - | - |
| 116 | LARRY SCHWARTZ (Tresana) | X | | 557 | - | - | - | - | - | - |
| 120 | VACANT (Creek Tower Residences) | | | 318 | - | - | - | - | - | - |
| 212 | VACANT (Stonebridge) | X | | 77 | - | - | - | - | - | - |
| 213 | KAREN BURCH (Palomino Park-Gold Peak) | X | | 523 | 523 | - | - | - | - | - |
| TOTAL | | | | 31,338 | 21,452 | 352 | - | - | - | - |
| QUORUM 51% | | | | 15,982 | | | | 21,804 | 136% | |

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



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Board of Director's Meeting

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February 16, 2021

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1. Call to Order

2. Establishment of Quorum/Roll Call

3. Proof of Notice of Meeting

The Board Chair will remove any Consent Agenda item upon timely request of any Board member or Member of the Association who has an interest in the item. A request is timely if made prior to the Board vote on the Consent Agenda. Items removed from the Consent Agenda will then be considered separately by the Board immediately following action on the Consent Agenda or placed later on the agenda at the discretion of the Board.

4. Consent Agenda

- Approval of Minutes of Action from the January 19, 2021 Board Meeting
- Approval of Finance Committee Minutes from January 18, 2021
- Approval of Architectural Review Committee Minutes from January 6 & 20, 2021
- Approval of Development Review Committee Minutes January 6, 2021
- Approval of Resolution 21_02_04: Judicial Foreclosure of 43 Burgundy Court
- Approval of Resolution 21_02_05: Judicial Foreclosure of 8407 Thunder Ridge Way, #101
- Approval of Resolution 21_02_06: Judicial Foreclosure of 6597 Jackson Lane
- Approval of ARC Applicant: Jerry Jeter

5. Forum - Member

6. Director Comments

7. Committee Reports

- Delegate Meeting
- Architectural Review Committee
- Development Review Committee
- Commercial Review Committee
- Finance Committee
 - Review of the January 2021 Financials

8. General Manager Report

9. Continued Business

10. New Business

11. Delegate Forum

12. Adjournment



HIGHLANDS RANCH COMMUNITY ASSOCIATION

Board of Director's Meeting Minutes

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Access Code: 881-733-997

January 19, 2021

5:30 p.m.

-
1. **Call to Order:** 7:19 p.m.
 2. **Establishment of Quorum/Roll Call:** A quorum was established. Directors Scott Lemmon, Brock Norris, Melissa Park, Jim Allen and Krystal Woodbury were present.
 3. **Proof of Notice of Meeting**
 4. **Consent Agenda**
 - Approval of Minutes of Action from the December 15, 2020 Board Meeting
 - Approval of Finance Committee Minutes from December 14, 2020
 - Approval of Architectural Review Committee Minutes from December 2, 2020
 - Approval of Development Review Committee Minutes December 1, 2020
 - ~~– Approval of Resolution 21_01_01: Judicial Foreclosure of 9222 Crestmore Way~~
 - ~~– Approval of Resolution 21_01_02: Judicial Foreclosure of 1183 Lily Court~~
 - Approval of Resolution 21_01_03: Rescission of Resolution 20_09_21
 - **ACTION:** A motion was made by Brock Norris and seconded by Krystal Woodbury to approve the consent agenda by removing the two foreclosures. Motion carried.
 - Approval of Resolution 21_01_01: Judicial Foreclosure of 9222 Crestmore Way & Approval of Resolution 21_01_02: Judicial Foreclosure of 1183 Lily Court: Kurt Huffman asked for clarification on the financials for how foreclosures are handled.
 - **ACTION:** A motion was made by Krystal Woodbury and seconded by Jim Allen to approve Resolutions 21_01_01 and 21_01_02. Motion carried.
 - **ACTION:** A motion was made by Krystal Woodbury and Seconded by Brock Norris to approve Brice Kahler to the Finance Committee. Motion carried.
 5. **Forum – Member:** None
 6. **Director Comments:** None
 7. **Committee Reports**
 - Delegate Meeting: Scott Lemmon thanked staff for hosting Melissa Sagar from Tri-County Health.
 - Architectural Review Committee: Mike Bailey commented about code and sign compliance.
 - Development Review Committee: None
 - Commercial Review Committee: None
 - Finance Committee: Karen Jackson and John Phibbs provided a review of the December 2020 Financials. The Financials will be approved after the audit is complete in March.
 8. **General Manager Report:** Jerry Flannery spoke about the COVID organizational team, code enforcement, and his first upcoming meeting with new HRMD Manager, Mike Renshaw.
 9. **Continued Business:** None

10. New Business: Krystal Woodbury commented that there is interest from the Finance Committee that Eide Bailey be consulted for the audit of the remodel at Northridge. Discussion occurred about the emails that were sent between the Board and Delegates about transparency.

11. Delegate Forum: None

12. Adjournment: 8:11 p.m.

Respectfully Submitted,

Jim Allen, Secretary

February FYI's

Adult Dance

Each month we run several adult dance classes that are fun and cover a variety of skills! This month we ran two full classes of Line Dancing and The New Millennium Cowboy Cha Cha. These are such a fun way to try something new and get your feet moving!!

Drama

We have two full theatre sessions beginning this month. Infamous Shoe Gang is a story set in the 1880's in Denver, about a hilarious journey to find the shoe criminals. This is a great opportunity for children ages 5-12 to learn important skills like public speaking, confidence, memorization, and teamwork.

SAT

On January 31st we kicked off our Spring SAT/ACT preparatory class for high school kids! This is a popular class where students embark on the journey of preparing themselves for this college entrance exam. The class runs for a month for 3 hours every Sunday at Eastridge with 26 kids this year.

Highlands Ranch High School Swim Teams

The girls' swim team practices have begun. Check the January – March pool schedules for times when the teams will be practicing, and hosting meets. Best of luck to all the teams for the upcoming season!

Race Series

The 2021 HRCA Race Series opened for registration in early January! We are looking forward to another amazing year of races in the Ranch. The series kicks off on March 13th where we will host runners for our annual St. Patrick's Day 5K in Town Center. We are looking forward to making the 2021 race season a great one!

Fitness

Drop-in fitness classes continue to operate on a reservation basis. Our specialty fitness classes such as Impact Kickboxing and Zumba Kids have begun to run again. Participants continue to compete in the "New Year New You" challenge where they compete to earn the highest percentage of body fat lost. Participants work with their personal trainers and take ZONE classes. Many challenge participants have enjoyed getting to try out the ZONE classes and plan to continue once the challenge is completed on March 12th.

Sports

Boys Basketball was delayed but we are finally up and running! It has been a great season so far. We have just closed registration for Spring Pee Wee Soccer and Youth Volleyball. Martial Arts and Fencing are running smoothly.

Tennis

Blocktime continues at the Northridge Tennis Pavilion. Registration is going on for the March session of In-House Doubles. A new session of Adult and Youth tennis classes begins the first week of March. Teams for the 2021 Adult League Season are being formed in preparation for the start of matches next week.

Therapeutic Recreation

January happenings for the TR Program included personal instruction on land & aquatic therapy for many individuals and groups. Club Friday, Hip Hop, Unified Basketball Yoga, and Tae Kwon Do are popular serving many participants.

Community Improvement Services

January 2021

Monthly Status Report - FYIs

ARCHITECTURAL REVIEW COMMITTEE MEETINGS

The Architectural Review Committee meetings were held virtually on January 6 and January 20. At the January 20th meeting there was a significant amount of homeowner attendance due to the review of an addition in the Backcountry. Submittals were reviewed virtually at both meetings.

SUBMITTALS

199 requests for improvements were received. Of those processed, 110 were approved, 93 were conditionally approved, 7 were not approved and 2 were partially approved. Total- 212 processed with still in progress or incomplete submittals pending information.

LETTERS OF NONCOMPLIANCE

1147 letters of noncompliance were mailed. 93 letters were generated, but not mailed, specifically, letters pertaining to the annual paint surveying. The violations included:

- 6 Courtesy letter
- 3 Submit Accessory Building
- 3 Remove air conditioner-window
- 19 Noncomplying portable basketball goal
- 1 Business Activity From a Residence
- 20 Remove commercial vehicles and trailers
- 3 Commercial Vehicle
- 28 Remove trailer
- 1 Drainage
- 5 Remove noncomplying fence
- 6 Fence Staining
- 3 Restrain Fence with approved color
- 11 Maintain/stain fence
- 5 Remove wire extension
- 1 Firewood Storage
- 1 Submit for Hot Tub
- 37 Remove inoperable vehicle
- 9 Maintain landscape
- 1 Submit for exterior lighting
- 10 72 hour rule
- 3 Refrain from parking on landscaping/rocks
- 636 Paint house review
- 1 Submit play equipment
- 8 Remove non complying signage
- 11 Political sign compliance
- 5 Remove stored trash
- 59 Comply with trash pickup
- 138 Maintain property
- 2 No noxious or Offensive Activity

- 76 Remove unsightly material
- 22 Remove debris and/or trash
- 8 Submit miscellaneous improvement
- 5 Failure to comply

28 Properties received a fine letter for the following non-compliances:

- 4 Remove commercial vehicles and trailers
- 2 Remove non-compliant fence
- 1 Staining
- 3 Maintain and Stain Fence
- 1 Remove Inoperable Vehicle
- 1 Maintain Landscape
- 1 Political sign compliance
- 1 Remove Stored Trash
- 3 Comply with trash pickup
- 6 Maintain Property
- 5 Remove Unsightly Material

TRIBUNALS

There were six tribunals in January:

- 9240 Ironwood Street- Appeal denial of 15' of double fencing for swim spa screening/safety.
- 10077 Glenstone Circle- Appeal non-compliance issue of non-complying welded wire on fencing.
- 9413 Lark Sparrow Drive- Appeal non-compliance issue of parking on landscape.
- 9464 Westbury Way- Appeal denial of large statue in front yard (continued to February 2021)
- 120 Sylvester Place- Appeal denial of paint colors which were painted on home prior to the architectural submittal being processed.
- 10301 Tracewood Drive- Appeal denial of commercial vehicle. (Homeowner withdrew the request the day of the tribunal as the truck was no longer at the residence.)

Decisions on each are pending from the Tribunal Hearing Officer Joseph Kummer and are due by February 4th.

COMMERCIAL

Sign Applications: **Sign applications submitted- 4**
 ✓ 4 Sign applications approved by Administrative Review

Kumon – 9362 S. Colorado Blvd.

- Administrative review and approval of signage modification,

Action Behavior Centers- 8955 Ridgeline Blvd.

- Administrative review and approval of leasing signage.

Living Water Express Car Wash- 5651 County Line Place

- Administrative review and approval of directional signage.

Metro Screenworks- 3535 Carder Court

- Administrative review of signage, property determined to be outside boundary of Highlands Ranch.

Reviews of Site Modifications/SIP's/Other –

630 Plaza Drive-

- Administrative review and approval of minor modification to building- new exterior door and concrete landing.

Douglas County Referrals-

ETF2020-029: HRCA St. Patrick's Day 5K

- Administrative review of operational plan for 5k event on March 13th.
 - No objections.

ZR2020-026: Sterling Ranch Planned Development 4th Amendment

- Administrative review of administrative amendment to the PD to allow cantilevered, interior floor area of a principal building to encroach into front and side setbacks within Character Zones C2 and C3 of the PD.
 - No objections.

SP2020-096: Highlands Ranch Filing 141, 5th Amendment, Lot 5C-IE- 1st Revision

- DRC Committee review of Site Improvement Plan revision to construct a breezeway connection from the apartment structure to the parking structure on the adjacent lot. An emergency generator will also be added on-site, near the service entrance along Blake Drive.
 - The DRC issued the following response:

Unfortunately, the Development Review Committee had requested that the applicant come before the Committee to present the initial site improvement plan as noted on the referral response dated 2/7/2020 for SP2019-154 (attached). The applicant never made application with the Committee, and as a result, HRCA has never conducted a review of this project.

The Development Review Committee expresses the following concerns related to referral SP2020-096:

- Generators should be located to minimize visibility and should be screened with masonry walls and/or landscaping that is compatible with the design of the project. There are concerns about both overall aesthetics of the location without proper screening as well as the noise from the generator. It should be fitted with sound enclosures/special mufflers to mitigate noise in the neighborhood. Consider relocating the generator into the garage.
- The base steel columns proposed for the breezeway do not match the look of the brick façade of the building and surrounding area. The columns should be wrapped with a brick veneer to integrate with the architecture of the

adjoining structures. A design similar to the skirting on the columns on Southeast evaluation I at the entry canopy would be acceptable.

- Ensure that the breezeway roof is plumbed underground to prevent ice build up on the northern exposure.
- There is a horizontal fence or railing shown in the rendering of the Breezeway Canopy – visible on the Northeast and Northwest elevations. We are not finding notes or details related to this and request additional information.
- There are concerns about the distance between the sidewalk and the tiered detention pond. A small shrub row is reflected on the plans.

LETTERS OF COMMERCIAL NONCOMPLIANCE

The following non-compliances were cited in January:

- 4 – Remove Temporary signage
- 1- Submit for Improvements
- 5 – Maintain Property

Open non-compliances from prior months were closed as the properties achieved compliance.

STATUS LETTER REQUESTS

Staff processed 133 Status Request letters and inspections were needed on several to clear outstanding non-compliances. Status letter processing can be time consuming; some require 5/6 telephone calls in addition to a physical inspection.

COMMERCIAL ESTOPPLE LETTER REQUESTS

There were no formal requests for estopple letters.

GENERAL:

The call and email volume remains at levels more than double that of a year ago. From January 1st through January 31st, a total of 2,695 phone calls were logged (for the same period 2020, there were 1,857 calls).

Continued improvements were made to the CIS sections of the website, including the Commercial section. New forms were created and uploaded for Commercial Signage Application and Commercial Review Application. Both forms are fillable. Previously only the signage form existed, and it was not user friendly.

Extensive work was done in Netsuite with the merging of non-compliance codes, as well as re-working several the non-compliance letters. Efforts were made to consolidate the number of codes and more clearly reflect the language to the Residential Improvements Guidelines or other governing documents.

Discussion continued with the Development Review Committee on proposed updates to the Commercial Designs & Restrictions document. The Committee completed the initial review in January, with the updated edited version scheduled for review at the February meeting.

Staff began redlines of the Residential Improvement Guidelines to present to the Architectural Committee at the February 3, 2021 meeting.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

DEVELOPMENT REVIEW COMMITTEE

DATE: January 6, 2021

MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:30 p.m. by Zell Cantrell. The meeting was chaired by Zell Cantrell.

Roll call was taken by Secretary Madlambayan and a **quorum was established.**

| Member Name | Present | Absent | Excused |
|------------------------------|---------|--------|---------|
| Zell Cantrell, Chairperson | ✓ | | |
| Erik Okland, Vice-Chair | | ✓ | |
| Ariel Madlambayan, Secretary | ✓ | | |
| Doug Flin | ✓ | | |
| Karie Westphal | ✓ | | |
| Rob Mierau | ✓ | | |
| Greg Banks | ✓ | | |

Also in attendance:

HRCA STAFF: Cassie Thomas, CIS Manager

II. Non-Agenda Resident Comments-

There were no residents present.

III. Discussion on Updates to the Commercial Guidelines

The Committee continued the review of the draft Commercial Guidelines. Ms. Thomas will update the draft to reflect the direction of the Committee for the next meeting. A sub-committee meeting, consisting of Greg Banks and Doug Flin, will be held to further develop the plant list and any additional landscape requirements.

IV. DRC Review of December 2020 Minutes

Action:

A motion was made by Doug Flin to **Accept the December 1, 2020 minutes and publish as written, seconded by Ariel Madlambayan.**

- 6 member(s) Concur;
- 0 member(s) Dissent;
- 0 member(s) Abstain.

V. Other

There was discussion regarding the date and time of future DRC meetings. It was proposed that the meetings be held on the second Wednesday of the month, with a start time of 6 PM.

With no further business, the meeting adjourned at 7:54 pm.

Zell Cantrell, Chairperson
Development Review Committee

Erik Okland, Vice-chair
Development Review Committee



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: January 6, 2021

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Cathleen Mierau, Residential Coordinator

Roll call was taken and a quorum was established.

| Member Name | Present | Absent | Excused |
|----------------------|---------|--------|---------|
| Laurie Allred, Chair | ✓ | | |
| Traci Kennedy | ✓ | | |
| Dan DeBacco | ✓ | | |
| George Elliott | ✓ | | |
| William Smith | ✓ | | |
| Karie Westphal | ✓ | | |
| Sue Foppe | ✓ | | |
| Elizabeth Sable | ✓ | | |

Also in attendance:

Mike Bailey, CIS Director
Cathleen Mierau, Residential Coordinator

I. APPOINTMENTS:

- 5:45 PM – 262 Agate Drive – Shed – Mr. Tyler Turley. Mr Turley was scheduled to speak with the Architectural Review Committee to request approval for a larger shed. He is a South Metro Fire Fighter and received a call and had to leave. The Committee did review his new proposed shed and approved it.

II. NEW BUSINESS:

- COMMITTEE RE-APPLICATION AND RESOLUTION OF DUTIES -Mr. Bailey talked to the Committee to let them know they would be receiving their Committee Re-Application Form and Resolution of Duties Document by email. He asked that they please fill them out and have them returned within the next few days.
- ARCHITECTURAL REVIEWS – The Committee Members reviewed submittals.

With no further business, the meeting adjourned at 6:55 p.m.

Laurie Allred, Architectural Review Committee Chair

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: January 20, 2021

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chairperson Laurie Allred. The meeting was held virtually, via Zoom.

Roll call was taken and a quorum was established.

| Member Name | Present | Absent | Excused |
|----------------------|---------|--------|---------|
| Laurie Allred, Chair | ✓ | | |
| Elizabeth Sable | ✓ | | |
| Dan DeBacco | ✓ | | |
| George Elliott | | | ✓ |
| William Smith | ✓ | | |
| Karie Westphal | ✓ | | |
| Sue Foppe | ✓ | | |

Also in attendance: HRCA Staff: Mike Bailey, CIS Director
Cassie Thomas, CIS Manager
Cathleen Mierau, Residential Coordinator

Members of the public:
Kurt Huffman
Angela Stegman
Charles Swanson
Warren Mickens
Stacie Winslow
Sean Manning
Marilyn Manning
Dan Colbourne
Keesha Coors
Additional residents that did not identify themselves on Zoom.

II. APPOINTMENT:

5:30 PM- 10804 Evergold Way – Addition – Mr. Marc Fletemeyer, Builder and homeowner representative

Mr. Bailey and Chair Allred welcomed everyone to the meeting. Mr. Bailey provided an overview of the process for the architectural review of the project at 10804 Evergold Way, noting that the addition had previously been approved by both Douglas County and the Backcountry Architectural Review Committee. It was noted that all the comments and

concerns that had been received via email had been forwarded to the Architectural Review Committee in advance of the meeting.

Mr. Bailey shared the following:

Section 2.3 of the Residential Improvement Guidelines is the criteria for Additions and Alterations. Considerations will include:

- Exterior elevations of the existing structure and the proposed addition;
- All materials and colors shall match the existing house;
- Location and proximity to neighboring properties (be advised that front elevation alterations and side yard additions will be considered on a case-by-case basis.) In general, additions should not extend beyond the side plane of the original home.
- Roof pitch must match the existing pitch on the home as closely as possible and drawings must show how rooflines integrate between the home and the addition.

Any proposed revision that might alter the intended and defined use of a private residential garage must be approved by Douglas County.

Concerns have been raised regarding view obstructions, citing section 2.87 of the Residential Improvement Guidelines. This lot does not adjoin open space as defined in the Guidelines, as it is not a tract of land owned or maintained to the Highlands Ranch Metro District. Homeowners may potentially have view rights listed in the Community Declaration or Supplemental Declarations that are not covered by the Community Association's definition of protected view. Disputes arising from these issues have no internal remedy and must be handled in separate civil action.

The applicant has submitted the required items of a site plan and floor plan, including elevations, as noted in the Residential Improvement Guidelines. Additionally, given the scope of the addition, the contractor, Marc Fletemeyer, is present to go over the submittal, as suggested in the Guidelines.

After the applicant presentation, the ARC will ask any questions of the applicant. The Architectural Review Committee Chair will acknowledge public comments after the Committee has completed their review, but as noted, the written comments received are outside the scope of the authority of the HRCA Architectural Review Committee.

Comments will be limited to two minutes per person, as we have other items on the agenda. If you have a comment other than those previously submitted, please enter your name and address in the chat box and you will be called on. Again, please be respectful of the two-minute time limit.

The floor was turned over to Mr. Fletemeyer. Mr. Fletemeyer was not able to share his screen, so staff put the plans on the display. Mr. Fletemeyer provided a brief overview of the project and opened the floor to questions from the Committee.

Given no immediate questions from the Committee, Chair Allred opened the meeting for public comment, reminding those in attendance that the Committee had received all the

previously submitted comments and concerns and that the Committee was only reviewing the addition based on Section 2.3 of the Residential Improvement Guidelines.

- Mr. Dan Colbourne of 10803 Evergold Way voiced his concerns about an additional driveway being added for the addition.
 - Mr. Fletemeyer indicated the plans had always reflected the second driveway to access the lower garage.
- Mr. Sean Manning of 10801 Evergold Way voiced his concerns over the side plane of the addition exceeding 75' into the side plane of the property and the pool being denied on 12/29/2020.
- Mr. Charles Swanson of 10807 Evergold Way questioned if 10804 Evergold Way was approved by the Backcountry as an addition because it was portrayed as an addition and not an additional residence.
- Ms. Stacie Winslow of 10797 Evergold Way wanted to know the square footage of the addition.
 - It was noted by staff the approximate square footage was 4,200 square feet as shown on the plans.
- Ms. Keisha Coors of 10799 Evergold Way expressed concern with the addition being a second home just attached by a breezeway to the original home. She said the addition was originally presented as a pool house.
- Ms. Marilyn Manning of 10801 Evergold Way felt the home and addition at 10804 Evergold encroaches into other properties. She said it feels like a compound. She said the majority of the color being black is not in harmony with the rest of the Backcountry. Ms. Manning also had concerns about the addition having its own HVAC system and the additional driveway creating more parking issues. She feels the approval by the Backcountry has set a bad precedent. Ms. Manning also felt the owner of 10804 being on the Backcountry Architectural Review Committee presented a conflict of interest.

At the end of public comment, Chair Allred explained the Architectural Review Committee reviews homes only after they are homeowner occupied. They are not involved in the review of tract or custom home, their role begins when improvements are proposed to existing homes. Based on Section 2.3. of the Residential Improvement Guidelines, the Committee is looking to see if the addition matches the original home in exterior materials.

Chair Allred called for a vote for the approval of the addition at 10804 Evergold Way as submitted.

Vote- 5/2/0 With the majority of the Committee in favor, the addition was approved as submitted.

5:50 PM 10077 Glenstone Circle – Fence extension – Mr. Paul Hartmann

Mr. Paul Hartmann was unable to attend the meeting. He will be re-scheduled.

III. NEW BUSINESS:

Architectural Reviews – Submittals were reviewed.

With no further business, the meeting adjourned at 6:56 p.m.

Respectfully Submitted,

Laurie Allred, Architectural Review Committee Chair

Community Relations January/February Update

January Events

Virtual UHealth Series: "Nutrition for the New Year"

January 6 – 6:00 – 7:00 p.m. – 44 Households

Everyday Heroes Blood Drive:

January 7 – 8:30 a.m. – 1:00 p.m., Northridge Recreation Center
97 units collected enhancing or saving the life of 291 patients

Virtual UHealth Series: "Covid Vaccine "

January 20 – 6:00 – 7:00 p.m. – 125 households

Highlands Ranch Happy Hour Tasting Series:

January 14 – Blue Note Bourbon – 28 households
January 28 – Odell Brewing Company – 30 households
Virtual Tastings will continue in 2021 through March.

Virtual Burns Night with Bruichladdich

January 25 – 6:00 – 8:00 p.m.

Virtual Magic Show ft. Gary Ferrar

January 21 – 6:30 -7:30 p.m. -107 Households Attended

40th Anniversary Website:

- New Design
- Crossword Puzzles
- Timeline

February Events

Highlands Ranch Happy Hour Tasting Series:

6:00 p.m. – 7:00 p.m.

February 11 – Cocktails for Valentine's Day

January 28 – Blue Note Bourbon

Tired of the same old drink? Join the HRCA and [Davidsons Beer, Wine & Spirits](#) virtually on Zoom for our Highlands Ranch Happy Hour Series! This series has something for everyone's taste buds - beer, wine & spirits! Grab your free ticket, gather your ingredient list off our website and join in as a pro leads us in tasting old favorites or new beverage finds! Virtual Tastings will continue in 2021 through March. Free!

Virtual Chinese New Year Celebration

February 12 – Published to our Social Media to enjoy at any time!

This year, while the normal Chinese New Year Celebration won't be able to happen, it doesn't mean we can't celebrate virtually with a brief history of the significance of Chinese New Year! Join us on February 12, for a Q & A with Mei Cheng with the Great Wall Academy.

Virtual Winter Cultural Series

6:30 – 7:30 p.m.

February 18 – Heritage Irish Stepdancers

March 4 - After Midnight

March 18 - Denver Pops Orchestra

Enjoy cultural events from your home! The Highlands Ranch Cultural Affairs Association is excited to bring the 2021 Winter Cultural Series to you virtually. This series features a variety of performances that have widespread appeal and are full of fun, family entertainment you are sure to enjoy. Free! Available online at www.HRCAonline.org/VirtualEvents

Virtual UHealth Series: “Heart Health through the Years”

February 23 – 6:00 – 7:00 p.m.

Alejandro Marmol, M.D., is the Service Line Chief of Heart & Vascular Care at Highlands Ranch Hospital and will be discussing Heart Health Through the Years. Learn about ways to keep your heart healthy throughout the different stages of adulthood and common cardiac conditions to be aware of throughout the years. You will have an opportunity to ask your questions and get answers. Free!

Virtual Cold Cases & Cocktails

February 24 – 6:30 – 8:30 p.m.

You’ve watched the documentaries, listened to the podcasts, read the true crime books– now join us for an in depth discussion of crimes and the motivations behind them. We are excited to present Hailey Holloway, host and creator of the podcast [Shallow Graves](#). Hailey has spent the last two years working with detectives and traveling throughout Florida to expose the crimes of serial killer Paul Rowles, as well as bring light to his victims through the podcast. \$10 per household.

Please check our web pages:

[HRCA Facility opening guidelines](#) to see all that is currently open and accessible.

[HRCA Event Calendar](#) for alternate dates and more information on upcoming events.

[HRCA COVID-19](#) page for up to date information and links to helpful resources during the COVID crisis.

[HRCA at Home](#) created to give people virtual opportunities to keep our audience active, engaged and entertained during this uncertain time.



**Minutes of the January 18, 2021 Finance Committee Meeting
Highlands Ranch Community Association, Inc.**

| <u>Committee Members Present:</u> | <u>Staff Members Present:</u> | <u>Others Present:</u> |
|-----------------------------------|-----------------------------------|----------------------------|
| Krystal Woodbury, Chair | Karen Jackson, Accounting Manager | Brock Norris, Board Member |
| Ron Welk, Vice Chair | John Phibbs, Finance Director | Mark Ulmer, Resident |
| John Mackowiak | | |
| Mikell Wilcox | | |
| Rolands Vilums | | |

Krystal Woodbury called the meeting to order at 6:00 p.m. Via GoToMeeting. A quorum was present.

The Finance Committee reviewed the December 14, 2020 Finance Committee meeting minutes.

A motion was made to approve the December 14, 2020 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved with one abstention.

Motion: John Mackowiak Second: Mikel Wilcox

The Finance Committee then reviewed and discussed the December 31, 2020 HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained and discussed. The following specific topics were discussed:

- Administrative Fund:
 - For the month and year-to-date ending December 31, 2020, Total Revenues for the Administrative Fund are 2% unfavorable and 22% favorable to budget, respectively.
 - For the month and year-to-date ending December 31, 2020, Total Expenses for the Administrative Fund are 44% favorable and 7% favorable to budget, respectively.
 - Year-to-Date Net Revenues for the Administrative Fund before transfers are 217% unfavorable to budget.
- Recreation Fund:
 - For the month and year-to-date ending December 31, 2020, Total Revenues for the Recreation Fund are 10% and 13% unfavorable to budget, respectively.
 - For the month and year-to-date ending December 31, 2020, Total Expenses for the Recreation Fund are less than 1% favorable and 17% favorable to budget, respectively.
 - Year-to-Date Net Revenues for the Recreation Fund before transfers are 1% unfavorable to budget.
- Backcountry Fund:
 - For the year-to-date ending December 31, 2020, Total Revenues for the Backcountry Fund 6% favorable to budget.
 - For the year-to-date ending December 31, 2020, Total Expenses for the Backcountry Fund are 7% favorable to budget.
 - For the year-to-date ending Net Revenues for the Backcountry Fund before transfers are 25% unfavorable to budget.

It was noted that the Finance Committee will approve the final, audited December 31, 2020 financial statements in March 2021.

**Minutes of the January 18, 2021 Finance Committee Meeting - Continued
Highlands Ranch Community Association, Inc.**

The Finance Committee then reviewed the December 31, 2020 (Fourth Quarter) Highlands Ranch Cultural Affairs Association financial statements.

- For the year to date ending December 31, 2020, it was noted that Total Revenues are 45% unfavorable to budget.
- For the year to date ending December 31, 2020, it was noted that Total Expenses are 61% favorable to budget.

The Finance Committee then reviewed the December 31, 2020 (Fourth Quarter) Highlands Ranch Community Scholarship Fund financial statements.

- For the year to date ending December 31, 2020, it was noted that Total Revenues are 87% unfavorable to budget.
- For the year to date ending December 31, 2020, it was noted that Total Expenses are 13% favorable to budget.

The Finance Committee then reviewed the December 31, 2020 (Fourth Quarter) Highlands Ranch Backcountry Conservation & Education Fund financial statements.

- For the year to date ending December 31, 2020, it was noted that Total Revenues are 26% favorable to budget.
- For the year to date ending December 31, 2020, it was noted that Total Expenses are 2% unfavorable to budget.

A motion was made to recommend the HRCOA Board of Directors accept the December 31, 2020 (Fourth Quarter) Highlands Ranch Cultural Affairs Association, Highlands Ranch Community Scholarship Fund and Highlands Ranch Backcountry Conservation & Education Fund financial statements as presented. The motion was approved.

Motion: Rolands Vilums Second: Ron Welk

Next on the Agenda is Other Business. John Phibbs informed everyone that the 2020 Audit will be starting the week of January 25th. The Audit report will be ready for the March 22nd 2021 Finance Committee meeting. John Mackowiak would like John Phibbs to ask the auditors if they could do a capital review on our capital projects so we can look for ways to improve.

Next the Finance Committee discussed topics brought up at the last Finance Committee meeting regarding Salary Survey, Scholarship Fund, Rental Properties, Insurance and Technology. There was a healthy discussion and John Mackowiak said this was the most robust discussion since he raised these topics. The Finance Committee feels that a salary survey is needed prior to the 2022 budgeting process.

Ron Welk suggested that the Finance Committee make a motion and then vote on which topics that the Finance Committee would like the board to address so that there are minutes noting the vote and the topics the Finance Committee would like addressed.

The next Finance Committee meeting is scheduled for Monday February 15, 2021 at 6:00 p.m. Via GoToMeeting

The meeting was adjourned at 6:54 p.m.

Respectfully Submitted,

Karen Jackson
Highlands Ranch Community Association, Accounting Manager