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# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

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HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.

REGULAR MEETING OF THE DELEGATES AGENDA

April 20, 2021

5:30 p.m.

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

<https://global.gotomeeting.com/join/557427229>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 557-427-229

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<u>Business Meeting</u>	<u>Approximate Time</u>
1. Remarks from Invited Guests: Douglas County Assessor, Lisa Frizzel	5:30 p.m.
2. Call to Order	5:50 p.m.
3. Proof of Notice of Meeting	5:51 p.m.
4. Roll Call / Establishment of Quorum	5:52 p.m.
5. Approval of Minutes from the Preceding Meeting of Delegates on February 16, 2021	5:55 p.m.
6. Board of Directors Reports	6:00 p.m.
a. Jim Allen, Krystal Woodbury, Brock Norris, Scott Lemmon, Melissa Park	
7. Community Relations Update- Jamie Noebel	6:10 p.m.
8. Facilities Update- Ken Joseph	6:20 p.m.
9. Continued / New Business	6:30 p.m.
10. Member Forum (Sign up in advance and 3-minute time limit)	6:35 p.m.
11. Delegate Forum (Sign up in advance and 3-minute time limit)	6:40 p.m.
12. Adjournment	6:45 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, May 18, 2021

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*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](mailto: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

## GENERAL OR DIRECTED PROXY FOR 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...

**General Proxy**

...to vote on all matters that may be voted upon by the undersigned at the meeting, except for the election of directors, if applicable, with all powers that I would possess if present in person.

- OR -

**Directed Proxy**

...for casting my vote on agenda items, except for the election of directors, if applicable, as indicated below:

Please indicate the exact number of votes held by you for your Delegate District that you would like to be cast for each agenda item. The total number indicated may not exceed the total number of votes you hold. If it does, your proxy will be invalid. Cumulative voting is not allowed.

[Write specific agenda items below]	<u>FAVOR</u>	<u>OPPOSE</u>	<u>ABSTAIN</u>
_____	_____	_____	_____
_____	_____	_____	_____

This proxy is good for the meeting of the Delegates scheduled on \_\_\_\_\_ (fill in posted meeting date) 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.**  
**c/o Annie Vincent**  
**9568 University Blvd.**  
**Highlands Ranch, CO 80126**  
Or emailed to [AVincent@hrcaonline.org](mailto:AVincent@hrcaonline.org) or faxed to 303-791-6705



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

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

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

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1. **Call to Order:** 5:36 p.m.
2. **Proof of Notice of Meeting**
3. **Roll Call / Establishment of Quorum:** A quorum was established. 18,604 lots of 31,338 lots were present.
4. **Approval of Minutes from the Preceding Meeting of Delegates on January 19, 2021**  
**ACTION:** The January 19, 2021 Delegate Minutes were adopted by unanimous consent.
5. **Board of Directors Reports:** Scott Lemmon provided a PowerPoint presentation. Scott presented about the January QBR, the Board Election, Delegate Election, Delegate Speaker Schedule, March Meeting Schedule, Sign Enforcement and Board Agenda.
6. **Facilities Update:** Ken Joseph provided a PowerPoint presentation. Ken presented about facility usage and the solar garden.
7. **Board Candidate Introductions and Delegate Questions:** Board Candidates, Jim Allen, John Mackowiak and Brock Norris each gave a three-minute introduction speech. Questions from the Delegates occurred including:
  - The reopening of the recreation centers
  - Spending community money
  - Volunteering
  - Sprit Animals
  - Term Limits
  - Daytime jobs and financial backgrounds
  - Issues and planned accomplishments
  - Transparency
  - Electronic voting
  - Supporting the value of homes
  - Differentiating Highlands Ranch from other communities
  - Rebuilding deficits creating by COVID
  - Involving Delegates in the redesign of the recreation centers
8. **Continued / New Business:** Questions about rats occurred.
9. **Member Forum:** None

**10. Delegate Forum:** Pattie McGuinness, #112 shared that Dark Skies will be presenting at the March 3 ARC/DRC Meeting. Paula Bacheller, #102 asked about fence maintenance and repair.

**11. Adjournment:** 6:54 p.m.

**Respectfully Submitted,**

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*Jim Allen, Secretary*

DISTRICT DELEGATE ROLL CALL  
 MEETING DATE: FEBRUARY 16, 2021  
 RECORD DATE: FEBRUARY 12, 2021

**Instructions:**  
 For initial roll call:  
 - For Delegates who are present - place an "x" in column C in the appropriate yellow highlighted square, this will autopopulate column C.

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F-O+S	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
2	LESLIE MILLER			297	-	-	-	-	-	-
2	JESUS ROCHA			266	-	-	-	-	-	-
3	VACANT			184	-	-	-	-	-	-
4	ROY KING (Stratton Ridge)	X		151	151	-	-	-	-	-
5	RUDY DYK (Bradford Hills)	X		108	108	-	-	-	-	-
6	KEANAN CYPHER (Sugarmill)			126	-	-	-	-	-	-
7	MICHAEL BILEY			295	-	-	-	-	-	-
8	HEATHER BLAKE (Chalet)			97	-	-	-	-	-	-
9	STE LEOPOLDI (Rimington Bluffs)			80	-	-	-	-	-	-
10	VACANT			143	-	-	-	-	-	-
11	DEREK LONG			251	-	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills)			113	-	-	-	-	-	-
13	HILARY PRICE	X		199	199	-	-	-	-	-
14	TAMMY KELLY			185	-	-	-	-	-	-
15	JUSTIN HILL			200	-	-	-	-	-	-
16	ELIZABETH STROCK	X		105	105	-	-	-	-	-
17	GREG HERMAN	X		166	166	-	-	-	-	-
18	GLENN PROUX	X		318	318	-	-	-	-	-
20	JEAN REHNKE	X		208	208	-	-	-	-	-
21	JOE STEWART	X		189	189	-	-	-	-	-
22	BRYAN WALSH	X		132	132	-	-	-	-	-
23	DOMINICK ESPOSITO			142	-	-	-	-	-	-
24	CONNIE ROSEL			83	-	-	-	-	-	-
25	ANDY JONES			438	-	-	-	-	-	-
26	REBECCA BOWHILL	X		183	183	-	-	-	-	-
27	KETH GLENN	X		242	242	-	-	-	-	-
28	BRYAN WALSH	X		48	48	-	-	-	-	-
30	BRAD STAYER (Timberline)			368	-	-	-	-	-	-
40	FRANK BIMPINA	X		368	368	-	-	-	-	-
41	DAN DEBACCO	X		366	366	-	-	-	-	-
49	STEVE TROLLINGER	X		291	291	-	-	-	-	-
50	LINDA MALLETT (Gleneagles)	X		345	345	-	-	-	-	-
51	VACANT			253	-	-	-	-	-	-
52	CLYTON CAYE	X		234	234	-	-	-	-	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	VACANT			181	-	-	-	-	-	-
61	JEFF ROHR	X		105	105	-	-	-	-	-
62	NANCY SMITH	X		197	197	-	-	-	-	-
63	TODD LANDGRAVE			51	-	-	-	-	-	-
64	CHRIS BAYEE	X		130	130	-	-	-	-	-
65	TON WOODLAND	X		96	96	-	-	-	-	-
66	TOM BUEHNER			224	-	-	-	-	-	-
68	HOMAR ALVARADO			152	-	-	-	-	-	-
69	LOUISE ANSARI			182	-	-	-	-	-	-
70	TERI HELMSTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)			26	-	-	-	-	-	-
73	MARY PARKER			1184	-	-	-	-	-	-
74	BILL BUETTNER			940	-	-	-	-	-	-
75	SUSAN O'BRIEN	X		74	74	-	-	-	-	-
76	JENNIFER MIKROWSKI	X		223	223	-	-	-	-	-
77	MELISSA SAINSEART			428	-	-	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	GRACE MCMAHON (The Retreat)			101	-	-	-	-	-	-

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F-O+S	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
80	MONICA WADSEN (P20)	X		1,533	1,533	-	-	-	-	-
81	AL BONNEAU			20	-	-	-	-	-	-
82	KURT HUFFMAN	X		778	778	-	-	-	-	-
83	ANDY NATALIE	X		180	180	-	-	-	-	-
84	DAVID ALPERT	X		705	705	-	-	-	-	-
85	DEBORAH SPICER	X		784	784	-	-	-	-	-
86	CRYSTAL BRYANT			1,290	-	-	-	-	-	-
87	VACANT (Bridges Hill)			481	-	-	-	-	-	-
88	CAROLYN GROOM (Weatherstone)			284	-	-	-	-	-	-
89	JUD RILEY (Villages at H.R.)	X		323	323	-	-	-	-	-
90	MICHAEL DEVINEY (Spaces)	X		250	250	-	-	-	-	-
91	GINGER NIXT (Settlers Village)			199	-	-	-	-	-	-
92	MICHELLE RATCHEE (Canyon Ranch)			440	-	-	-	-	-	-
93	RUSSELL SHAFFER			260	-	-	-	-	-	-
94	AL PELKOWSKI (Westridge Knolls)	X		617	617	-	-	-	-	-
95	TOM HALL (Coventry Ridge)	X		56	56	-	-	-	-	-
96	DOUG MORTON (Highwoods HOA)			101	-	-	-	-	-	-
97	WILLIAM SMITH	X		336	336	-	-	-	-	-
98	DANA SCANTLAND (Stundance @ Indigo Hill)	X		225	225	-	-	-	-	-
99	MICHAEL PETRUCCI (Carlyle Park)	X		213	213	-	-	-	-	-
100	PAT KAPTAIN			177	-	-	-	-	-	-
101	VACANT			111	-	-	-	-	-	-
102	PAULA BACHELLER	X		202	202	-	-	-	-	-
103	VACANT			401	-	-	-	-	-	-
104	DAN DEBACCO	X		532	532	-	-	-	-	-
105	JOSEPH ADEN			353	-	-	-	-	-	-
106	RTA NORRIS			226	226	-	-	-	-	-
107	ALDIS SIDES (HR Golf Club)	X		579	579	-	-	-	-	-
108	GRETHE STEM			208	-	-	-	-	-	-
109	JIM SERRIN (Backcountry)	X		1,252	1,252	-	-	-	-	-
110	MARK DICKERSON (Stonebury)			87	-	-	-	-	-	-
111	MIKE WOODLAND (Firdlight)	X		1,863	1,863	-	-	-	-	-
112	FATHE MCGUNNESS (Highland Walk)	X		298	298	-	-	-	-	-
113	VACANT			517	-	-	-	-	-	-
114	CLAY KARR (The Hearth)	X		1,652	1,652	-	-	-	-	-
115	JACK JACUART (Brownstones)	X		359	359	-	-	-	-	-
116	LARRY SCHWARTZ (Tresana)	X		557	557	-	-	-	-	-
120	VACANT (Clock Tower Residences)			318	-	-	-	-	-	-
212	VACANT (Stoneybridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park-Gold Peak)	X		523	523	-	-	-	-	-
TOTAL				31,338	18,604					
QUORUM 51%				15,982				18,604	116%	

\*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

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

<https://global.gotomeeting.com/join/557427229>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 557-427-229

April 20, 2021

5:30 p.m.

**\*501(c)3 quarterly meetings to follow Board Meeting\***

*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. The Board Working Session, Delegate Meetings, Board of Directors Meeting and all other HRCA Committee Meetings are open to our Members*

**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 March 9, 2021 Board Meeting
- Approval of Finance Committee Minutes from February 15 & March 22, 2021
- Approval of Architectural Review Committee Minutes from March 3 & 17, 2021
- Approval of Development Review Committee Minutes from March 10, 2021
- Approval of Resolution 21\_04\_07: Judicial Foreclosure of 2288 Gold Dust Trail

**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 March 2021 Financials
  - Approval of the March 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 Regular Meeting Minutes

March 9, 2021

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

<https://global.gotomeeting.com/join/845165485>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 845-165-485

5:30pm

1. **Call to Order:** 7:33 p.m.

2. **Establishment of Quorum/Roll Call:** A quorum was established. Directors Scott Lemmon, Melissa Park, Brock Norris, Jim Allen, Melissa Park and Krystal Woodbury were present.

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 February 16, 2021 Board Meeting
- Approval of the Architectural Review Committee Meeting Minutes for February 3 & 17, 2021
- Approval of the Development Review Committee Meeting Minutes for February 23, 2021
- ~~Approval of Finance Committee Minutes from February 15, 2021~~

**ACTION:** A motion was made by Melissa Park and seconded by Krystal Woodbury to approve the Consent Agenda with the removal of the Finance Committee Minutes from February 15, 2021. Motion carried.

5. **Forum – Member:**

6. **Director Comments:** Krystal Woodbury congratulated the Backcountry on their Chamber Award. Brock Norris thanked Dan DeBacco for his support of the Backcountry.

7. **Committee Reports**

- Delegate Meeting: None
- Architectural Review Committee: Mike Bailey thanked the Dark Skies organization for presenting to the Committee.
- Development Review Committee: Mike Bailey reported that a Sonic restaurant will be coming to the Town Center Area. Another application will also be reviewed for a credit union in the former Lodo's building. Staff has been working with the Douglas County Sheriff's office to relocate the transient community that was occupying the CB and Potts building.
- Commercial Review Committee: None
- Finance Committee: Financials will be available for approval at the April meeting. The audit will be presented at the March 22 Finance Committee Meeting.

8. **General Manager Report:** Jerry Flannery welcomed Jim Allen as the new Board Chairman.

9. **Continued Business:** None

10. **New Business:** Melissa Park asked for information about a transition plan for when vaccinations take effect and masks may no longer be required.

11. **Delegate Forum:** Nancy Smith, #62 asked about the reopening of the senior lounge as vaccinations start to take effect.

12. **Adjournment:** 7:55 p.m.

13.

Respectfully Submitted,

---

Brock Norris, Secretary

## **April FYI's**

### **The Infamous Shoe Gang**

On April 6<sup>th</sup> and 8<sup>th</sup>, we hosted the production of the Infamous Shoe Gang at Southridge. Students in this performance showcased their stage skills through this wonderful rendition for family and friends.

### **Dance Recital**

On April 24<sup>th</sup>, we will be hosting our Spring Dance Recital, with 98 dancers in "Dancing in the Rain". Dancers will be showcasing their skills for family and friends in 6 recitals!

### **Coached Aquatics**

Over 130 swimmers participated in March Coached Aquatic Youth and Adult programs. We are excited to have Highlands Ranch swimmers returning to the pools and programs to gain a competitive edge and begin to reenergize the HRCA swimming community.

### **Race Series**

The 2021 Highlands Ranch Race Series race season got off to a festive start as green clad runners took to the trails on March 13<sup>th</sup> for the annual St. Patrick's Day 5K. Racers wore festive costumes while maintaining social distance. Masks were worn before and after the race. This race was the most fun anyone could have while wearing green!

### **Fitness**

The "New, Year, New You" fitness challenge has concluded with much success. Many of our challenge participants plan to continue their training sessions with their trainers. Drop-in fitness classes continue to run with the addition of a few new classes that started in early April. Specialty fitness classes have been well attended with Impact Kickboxing being our most popular.

### **Sports**

Youth Volleyball season is underway, and Youth Flag Football has started. We are currently back to offering all adult leagues including adult basketball, soccer, and volleyball.

### **Tennis**

Registration has begun for the 2021 Junior Team Tennis. The Senior Women's Doubles players have concluded their last In-House competition until the league resumes in September. Indoor Blocktime play has ended for the 2020 & 2021 season. HRCA's Adult league teams have started competition for the Trio, USTA Mixed 18 & Over, USTA Adult 18 & Over & the USTA Adult 55 & Over leagues.

### **Therapeutic Recreation**

March happenings for the TR Program included personal instruction on land and aquatic therapy. Club Friday, Hip Hop, Soccer and Spring break sports camp were popular offerings. Yoga and Tae Kwon Do programs continue to serve participants in March as well. We are focusing efforts on getting the word out about the TR upcoming spring program offerings, including volunteer opportunities.





# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### COMMUNITY IMPROVEMENT SERVICES DEPARTMENT STATUS REPORT March 2021

#### **ARCHITECTURAL REVIEW COMMITTEE MEETINGS**

The Architectural Review Committee meetings were held virtually on March 3 and March 17. Submittals were reviewed virtually at both meetings.

#### **SUBMITTALS**

514-requests for improvements were received. Of those processed, 277 were approved, 133 were conditionally approved, 29 were not approved and 23 were partially approved. Total- 462 processed with 151 still in progress or incomplete submittals pending information.

#### **LETTERS OF NONCOMPLIANCE**

1542 letters of noncompliance were mailed. The violations included:

- 5 Courtesy Letter
- 15 HRCA Notified by County
- 2 Submit Accessory Building
- 1 Remove Non-Compliant Accessory Building
- 14 Non-Complying Portable Basketball Goal
- 2 Business Activity From a Residence
- 3 Submit or Remove Car Cover
- 79 Commercial Vehicles and/or Trailers
- 1 Submit Deck Cover/Pergola
- 819 Maintain and Stain Fence
- 5 Theme/Pre-Approved Fencing
- 105 Staining
- 2 New/ Extension and Interior Fencing
- 18 Remove inoperable vehicle
- 1 Submit Landscape
- 2 Maintain landscape
- 1 Submit Exterior Lighting
- 110 Holiday Lighting
- 18 72 hour rule
- 6 Refrain from Parking on Landscape
- 1 Ornaments/ Statues
- 58 Paint house review
- 1 Pipes
- 5 Signs and/or Advertising Devices
- 1 Political Sign Compliance
- 1 Remove Temporary Structure
- 1 Trash Enclosures
- 111 Comply with trash pickup
- 30 Maintain property
- 87 Remove unsightly material
- 34 Remove debris and/or trash
- 1 Submit miscellaneous improvement
- 2 Failure to comply



**COMMUNITY IMPROVEMENT SERVICES DEPARTMENT STATUS REPORT**  
**March 2021**

**Ent Credit Union- 8545 South Quebec Street**

- DRC review of site plan modification- converting Lodo's Bar & Grill to Ent Credit Union with two Interactive Teller Machines.

**Sonic Drive In- 9551 S. University Blvd.**

- DRC review of proposed restaurant in existing King Soopers parking lot (land lease- not a platted lot).

**Campus 470- 8740, 8742 & 8744 Lucent Blvd.**

- CRC review of site plan modifications- rooftop screenwalls, paint scheme, replace canopies, landscape and lighting improvements.

**Twisted Sugar- 3521 Town Center Drive**

- DRC and administrative review and approval of building materials for car wash conversion.

**King Soopers- 9551 S. University Blvd.**

- Administrative review and approval of temporary fireworks stand for June 17<sup>th</sup>- July 12<sup>th</sup>.

**Douglas County Referrals-**

**SP2020-098: Highlands Ranch Filing 139, 1<sup>st</sup> Amendment, Lot 2A (399 Dad Clark Drive)**

- Administrative review of rooftop mounted wireless communication facility previously approved by DRC.
  - No objections.

**SP2021-007: Highlands Ranch Filing 58A, 4<sup>th</sup> Amendment, Lot2B-I, 4<sup>th</sup> Revision (8545 Quebec St)**

- Administrative review of conversion of restaurant building to financial institution. Project had just been reviewed the week prior by DRC, so comments were forwarded.
  - Pending resubmittal.

**ZR2021-023: Range Planned Development**

- DRC review of Planned Development rezoning to establish the Range PD consisting of 550 single family dwelling units and 240 acres of open space within a total of 399 acres on the east side of Highway 85 near Airport Road.
  - Comments concerning residential buffers adjacent to Backcountry Wilderness Area and overall impact on wildlife and vegetation within wildlife corridor.

**LETTERS OF COMMERCIAL NONCOMPLIANCE**

The following non-compliances were cited in March:

- 17 – Remove Temporary signage
- 3 – Maintain Property

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

**COMMUNITY IMPROVEMENT SERVICES DEPARTMENT STATUS REPORT**  
**March 2021**

**STATUS LETTER REQUESTS**

Staff processed 210 Status Request letters and inspections were needed on several to clear outstanding non-compliances.

**COMMERCIAL ESTOPPLE LETTER REQUESTS**

There were no formal requests for estopple letters.

**GENERAL:**

The call and email volume continues to remain at levels greater than the past. A total of 4,425 phone calls were logged (for the month of March 2020, there were 1,484 calls). A number of the calls were related to snow removal, and staff referred callers to the County, etc.

Extensive work continued in Netsuite regarding cleaning up and merging 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.

Staff forwarded redlines of the Residential Improvement Guidelines to the Architectural Committee for review and discussion. A special meeting was held on March 30<sup>th</sup>, and the Committee has provided staff direction for updates to be reflected in the draft to be presented to the Arc Committee in April.

An audit of commercial properties was completed. Approx. 84 commercial properties are not captured in Netsuite. Additionally, a number of schools, churches and the rec centers are not reflected. A comprehensive report will be forwarded in early April.

A CIS Technician resigned in early March. Revisions were made to the job description and job posting. Several candidates were interviewed, and an offer was made for one of the two open positions. The new Tech will begin on April 12<sup>th</sup>.

Two new members were appointed to the Architectural Committee- both proving to be great assets based on their experience. At the March 3<sup>rd</sup> Arc Meeting, a presentation was made by the International Dark Skies Association on the Dark Skies Initiative. There were Board Members, Delegates, Homeowners, and Community partners in attendance. The April newsletter to residents shared more information about how lighting can be reduced for the betterment of the environment.



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE

DATE: March 3, 2021

### MEETING MINUTES

#### I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Laurie Allred, Committee Chair

Roll call was taken and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Dan DeBacco	✓		
George Elliott	✓		
Jerry Jeter	✓		
Jonathan Fuller	✓		
William Smith	✓		
Karie Westphal	✓		
Sue Foppe	✓		
Elizabeth Sable	✓		

Also in attendance:

Mike Bailey, CIS Director  
Jamie Nobel, Community Relations Director  
Cassie Thomas, CIS Manager  
Cathleen Mierau, Residential Coordinator

Scott Lemmon, Board Member  
Brock Norris, Board Member  
Mike Woodland, Delegate  
Patti McGuinness, Delegate

Highlands Ranch Metro District Representative and various members of the public attended the Dark Skies Presentation

#### II. DARK SKIES PRESENTATION:

Mr. Steven Splitek and Mr. Ryan Parker of the International Dark Sky Association, Colorado Chapter were in attendance, and gave a power point presentation on the Dark Skies Initiative. The mission of the Dark Skies Association is to preserve and protect the nighttime environment and our heritage of dark skies through environmentally responsible outdoor lighting. They presented the affects light pollution has on the environment and ways to reduce it showing various examples. After the presentation, Mr. Splitek and Mr. Parker took questions from the attendees. Mr. Parker expressed they would provide Highlands Ranch Community Association with documents on the Dark Skies Initiative for the Association's use.

### III. NEW BUSINESS:

- Introduction of New Committee Members - Ms. Thomas welcomed the two newly appointed Committee Members, Mr. Jonathan Fuller and Mr. Jerry Jeter. Each gave a brief self-introduction.
- Approval of Minutes from February 17, 2021 Meeting - Meeting Minutes were approved from previous meeting.
- Approval of ARC Charter and Bylaws – Ms. Sue Foppe made a motion to approve the ARC charter and Bylaws and Mr. Bill Smith second the motion and all members approved.
- ARCHITECTURAL REVIEWS – The Committee Members reviewed submittals.
- RESIDENTIAL IMPROVEMENT GUIDELINES – Due to time constraints the committee members tabled the discussion of Residential Improvement Guidelines to the meeting on March 17, 2021 meeting.

With no further business, the meeting adjourned at 8:25 p.m.

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**Laurie Allred**, Architectural Review Committee Chair



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE

DATE: March 17, 2021

### MEETING MINUTES

#### I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Laurie Allred, Committee Chair

Roll call was taken and a quorum was established after Bill Smith arrived.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Dan DeBacco			✓
George Elliott	✓		
Jerry Jeter	✓		
Jonathan Fuller		✓	
William Smith	✓		
Karie Westphal			✓
Sue Foppe			✓
Elizabeth Sable	✓		

Also in attendance:

Cassie Thomas, CIS Manager  
Cathleen Mierau, Residential Coordinator

#### II. 5:40 PM Appointment – 9104 Roadrunner – Deck:

- Mr. and Mrs. Trelut's deck was denied by the Committee and the Tribunal upheld the ruling. The Treluts' appeared before the Committee seeking approval for their deck modification. At the time of their appointment, there was not a quorum. The Committee agreed to have the members present move forward. Staff indicated the rest of the Committee would be made aware of any comments made by the Committee present and would be asked to vote via email on the deck.

#### II. NEW BUSINESS:

- Approval of Minutes from March 3, 2021 Meeting - Meeting Minutes were approved from previous meeting.
- ARCHITECTURAL REVIEWS – The Committee Members reviewed submittals.
- RESIDENTIAL IMPROVEMENT GUIDELINES – Due to time constraints the committee members tabled the discussion of the Residential Improvement Guidelines. Ms. Thomas asked if the Committee would be willing to meet on March 30, 2021 at 5:30 to review the Guidelines. She said she would be sending out an email and if everyone would please respond if they could make it or not.

With no further business, the meeting adjourned at 8:02 p.m.

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**Laurie Allred**, Architectural Review Committee Chair



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## DEVELOPMENT REVIEW COMMITTEE

DATE: March 10, 2021

### MEETING MINUTES

#### I. Call to Order

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The meeting was called to order at 6:01 p.m. by Chairman Zell Cantrell.

Roll call was taken by Secretary Madlambayan.

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

Also in attendance:

Cassie Thomas, HRCA CIS Manager	Dora Simonds, Sonic
Mike Bailey, HRCA CIS Director	W. Harder, Sonic
Jamie Noebel, HRCA Community Relations Director	Jesse Culbertson, Sonic
Karen Burch, HRCA Delegate	Ryan Trease, Sonic
Vic Lauer, KL Architects/Ent Credit Union	Joe Morian, Sonic
Chris Chillino, KL Architects/Ent Credit Union	Jerry Davidson, Perception Design Group/Sonic
Todd Wheeland, Ent Credit Union	

#### II. Review and Approval of January 6, 2021 and February 23, 2021

**Action:**

A motion was made by **Doug Flin** to **Accept the January 6, 2021 minutes and publish as written, seconded by Ariel Madlambayan.**

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

**Action:**

A motion was made by **Doug Flin** to **Accept the February 23, 2021 minutes and publish as written, seconded by Rob Mierau.**

- **4** member(s) **Concur;**
- **0** member(s) **Dissent;**
- **3** member(s) **Abstain.**



### III. Review and Approval of DRC Committee Charter and Bylaws

**Action:**

A motion was made by **Doug Flin** to **Accept the DRC Committee Charter and Bylaws and publish as written, seconded by Ariel Madlambayan.**

- **7** member(s) **Concur;**
- **0** member(s) **Dissent;**
- **0** member(s) **Abstain.**

### IV. 8454 S. Quebec Street- Ent Credit Union | Site Improvement Plan

Scope of Project: Site Plan Amendment to convert existing restaurant to small branch credit union. Proposed exterior renovations and the addition of two parking lot Interactive Teller Machines (ITMs) with covered canopies.

Mr. Vic Lauer, of KL Architects, walked the Committee through the proposed changes. There was extensive discussion about the location of the Interactive Teller Machines. Overall, the Committee was pleased with the architectural changes proposed. The committee felt that there were significant issues that needed to be addressed before taking a vote and making a recommendation. Rather than take a vote the committee would like to review the projects again once the applicant has addressed the issues discussed.

Key Review Comments:

- Explore alternative locations for the Interactive Teller Machines (ITMs). There are several concerns including stacking issues with the proposed locations. Consider placing the ITMs back-to-back at the south end of the property and move to the west to allow for additional stacking.
- Remove rooftop mechanical equipment and screening where possible. Paint any equipment screening to remain.
- The existing brick and CMU cannot be painted and must remain in its natural state.
- Trash enclosure must have metal doors- the proposed vinyl will not be permitted.
- The site is over-parked with the use change- incorporate additional landscaping.
- Additional details are needed on signage. Note that the ITMs will be viewed as signage and count towards the allowable square footage.

### V. 9551 S. University Blvd - Sonic Drive In | Site Plan Amendment

Scope of Project: Proposed 1,690 square foot freestanding Sonic restaurant on existing lot (currently serves as parking for surrounding businesses). Proposed materials include brick, metal accents with a wood grain feature and corporate branding colors of blue and red.

Several representatives from Sonic, as well as the Architecture and Engineering firm, were in attendance and made a brief presentation to the Committee. There was extensive discussion about the location. The committee felt that there were significant issues that needed to be addressed before taking a vote and making a recommendation. Rather than take a vote the committee would like to review the projects again once the applicant has addressed the issues discussed.

Key Review Comments:

- The site is not favorable for the proposed use, as there are several concerns related to additional traffic in an already very congested shopping center. Circulation and access issues

were consistent comments amongst all Committee members. It was also expressed that there are life, safety and welfare concerns regarding traffic congestion creating access issues to the Urgent Care facility.

- The site needs to function as a true pad site that does not interfere with the flow of the existing traffic and businesses.
- The area is a master planned area, in which each business on the perimeter has its own access. This site is co-mingled with parking of King Soopers, etc.
- The Traffic Impact Study needs to further evaluate the traffic within the access road and King Soopers parking lot. Please narrow the scope of the study.
- While the Committee appreciated the efforts of using all the existing curb cuts, etc. the site needs to be reconfigured to alleviate congestion issues. Internal traffic flow needs to be part of the overall plan.
- Concerns were raised regarding the Sonic Blue tower element. The blue is very vibrant. Explore methods to tone down the color.

#### **VI. ZR2020-023- The Range | Planned Development**

The Committee reviewed and discussed Douglas County referral ZR2020-023.

Project Summary: Planned Development (PD) rezoning to establish the Range PD consisting of 550 single-family dwelling units and 240 acres of open space within a total 399 acres. The site is located on the east side of US Highway 85 approximately at the intersection of US Highway 85 and Airport Road. After discussion, the Board approved of all comments being forwarded to Douglas County.

##### Key Review Comments:

- All residential buffers should be a minimum of 100' with a 300' residential buffer along the eastern property line bordering the Backcountry Wilderness Area.
- The Backcountry Wilderness Area is an 8,200-acre property that will share a 1.5-mile-long border with the proposed development. The Backcountry is owned and operated by the Highlands Ranch Community Association and is protected by a conservation easement. It is managed as a wildlife conservation area with limited human access.
- The location of the proposed development is the southern quarter of the western border of our property.
- The property is an important travel corridor and link for wildlife, connecting the Backcountry Wilderness Area to areas west of Highway 85, including the Pike National Forest and Plum Creek.
- Corridors and links in Douglas County are critical to protect wildlife from being physically isolated to certain areas by development. As development increases, corridors become more important.
  - Noxious Weeds
    - It will be important for the development to invest significant funds to fight noxious weeds and keep them from spreading onto neighboring properties such as the Backcountry and Cherokee Ranch and Castle to the south. Noxious weed management should begin as soon as dirt is moved and continue through completion of the development and on an on-going, annual basis.
  - Trails/Recreation
    - Trails should be placed as far away from the Backcountry border as possible to reduce the disturbance from humans on a trail to the wildlife within the

- Backcountry borders. There are studies that show wildlife are impacted by human movement and shapes from great distances.
- Noise, Sight, and Light Pollution
    - Homes should be located as far away from the Backcountry as possible. The importance of a significant corridor on the east side of the development cannot be overstated. The goal of such a corridor would be to limit the impacts of humans to The Range property. The closer development is to the Backcountry, the larger and further the impact will be into the Backcountry. Even though development may stop at the property line, the impacts of the development on wildlife and habitat can extend further.
    - There should also be a significant corridor along the south edge. The property to the south is also likely to be developed in the future. If that happens, a significant corridor on its north end would match up with a corridor on this development's south end to enhance the corridor function.
    - Development in general should be situated close to areas that are already developed as much as possible.
  - Trespassing
    - Human encroachment into areas that are not open, and/or are private property increases near residential areas. This trespass causes harm to wildlife in a plethora of impacts that can cause wildlife to alter their behavior at best and vacate an area at worst. To protect the Backcountry's wildlife resources it will be important to address human trespassing onto private property. Adequate fencing and signage along with education will help. Experience in other areas of our property tells us that there is no way to avoid an increase in cost to the HRCA with monitoring trespassing, repairing cut fences, and posting expensive signs.
    - Access: there will be no access to the residents of the development to the HRCA property. This is an area of the property that is reserved for wildlife and does not have public access except for guided activities and programs that the HRCA provides.
  - Hunting
    - The Backcountry currently hosts over 30 hunts and hunters per year for elk, deer, coyote, and turkey. The area near this development is used for our hunts and will continue to be. The development should be aware of this and agree not to interfere.
- The Developer should be required to install perimeter fencing.

#### **VII. Non-Agenda Resident Comments-**

There were no residents present.

#### **VIII. Discussion on Updates to the Commercial Guidelines**

In depth discussion on the Commercial Guidelines was tabled due to time constraints.

**With no further business, the meeting adjourned at 8:24 pm.**

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Zell Cantrell, Chairperson  
Development Review Committee

Erik Okland, Vice-Chair  
Development Review Committee



## Community Relations March/April Update

### March Events

#### **Virtual Winter Cultural Series** (Continued from February)

6:30 – 7:30 p.m.

March 4 - After Midnight, *282 Households Attended*

March 18 - Denver Pops Orchestra, *228 Households Attended*

#### **Everyday Heroes Blood Drive**

9:00 a.m. – 1:30 p.m., Northridge Recreation Center

March 4 – HRCIA is partnering with Vitalant to bring the Gift of Life to our community in a time of need.

#### **Virtual UHealth Series: “Vascular Health”**

March 10 6:00 – 7:00 p.m., *27 Households Attended*

#### **Highlands Ranch Happy Hour Tasting Series:**

6:00 p.m. – 7:00 p.m.

March 11 – Favorites for St. Patrick’s Day, *35 Households Attended*

March 25 – Spring is be-GIN-ing, *40 Households Attended*

Virtual Tastings will continue in 2021 through April. Free!

#### **Virtual Salsa Dancing & Cocktails**

March 23 - 6:00 p.m., *76 Households Attended*

### April Events

#### **Highlands Ranch Happy Hour Tasting Series:**

6:00 p.m. – 7:00 p.m.

April 1 – Spring Spritzers with Decoy Wines, *18 Households Attended*

April 15 – Derby Party with Woodford Reserve

#### **The Great Easter Egg Roll Thru**

April 3 - 9:00 a.m. – 1:00 p.m., Eastridge Recreation Center, *250 Households Attended (Approx 1000 people)*

#### **Virtual Classical Music- Songs from the Movies**

April 7 – Hollywood's magic wouldn't be the same without the power of music, as much of the greatest "classical" music in the last century was written specifically for the movies. Join us for a string quartet rendition of the most memorable movie moments, from the classics of The Wizard of Oz and James Bond, through unforgettable songs of Disney, to the masterful orchestral scores of John Williams. Pop up some popcorn and snuggle up on the couch for a concert full of cinematic favorites! This event will be live starting Thursday, April 8 on Youtube to watch at your convenience.

#### **Virtual UHealth Series: “Head & Neck Cancer Awareness”**

April 7 6:00 – 7:00 p.m.

April is Head & Neck Cancer Awareness Month. Join Christopher Oliver, MD, and R. Andrew Gaines, MD, from UHealth to learn about the different types of head and neck cancer, risk factors, and signs and symptoms. Treatment options will also be discussed, and the most effective ways to prevent head and neck cancer. You will have the opportunity to ask questions and get answers.

#### **Pop Up Event: David Taylor Zikr Dance Ensemble**

April 7 - 6:30 p.m. Southridge Recreation Center, *46 tickets sold*

David Taylor's Zikr Dance Ensemble, Denver's most unique professional contemporary ballet company, will present a special preview performance of their 2021 Season, "Lifting The Veil".

**Please check our web pages:**

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

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

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

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



**Minutes of the February 15, 2021 Finance Committee Meeting  
Highlands Ranch Community Association, Inc.**

**Committee Members Present:**

Krystal Woodbury, Chair  
Ron Welk, Vice Chair  
John Mackowiak  
Mikell Wilcox  
Rolands Vilums  
Briceson Kahler

**Staff Members Present:**

Karen Jackson, Accounting Manager  
John Phibbs, Finance Director

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

The Finance Committee reviewed the January 18, 2021 Finance Committee meeting minutes.

**A motion was made to approve the January 18, 2021 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved with one abstention.**

**Motion:            John Mackowiak            Second:            Briceson Kahler**

The Finance Committee then reviewed and discussed the January 31, 2021 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 January 31, 2021, Total Revenues for the Administrative Fund are 4% unfavorable to budget.
  - For the month and year-to-date ending January 31, 2021, Total Expenses for the Administrative Fund are 4% favorable budget.
  - Year-to-Date Net Expenses for the Administrative Fund before transfers are 21% favorable to budget.
- Recreation Fund:
  - For the month and year-to-date ending January 31, 2021, Total Revenues for the Recreation Fund are 1% unfavorable to budget.
  - For the month and year-to-date ending January 31, 2021, Total Expenses for the Recreation Fund are 11% favorable to budget.
  - Year-to-Date Net Revenues for the Recreation Fund before transfers are 26% favorable to budget.
- Backcountry Fund:
  - For the month and year-to-date ending January 31, 2021, Total Revenues for the Backcountry Fund 50% favorable to budget.
  - For the month and year-to-date ending January 31, 2021, Total Expenses for the Backcountry Fund are less than 1% favorable to budget.
  - Year-to-Date Net Expenses for the Backcountry Fund before transfers are 7% unfavorable to budget.

**Minutes of the February 15, 2021 Finance Committee Meeting - Continued**  
**Highlands Ranch Community Association, Inc.**

Next on the Agenda under Other Business. John Phibbs informed everyone that the 2020 Audit report will be ready for the March 22<sup>nd</sup> 2021 Finance Committee meeting. Per the Finance Committee request, John Phibbs asked the auditors if they could do a capital review on our capital projects so we can look for ways to improve. Eide Bailey is working on a bid for a capital review.

Next the Finance Committee discussed topics brought up at the last Finance Committee meeting regarding Salary Survey, Scholarship Fund, Rental Properties, Insurance, Technology, and meeting minutes.

Next the Finance Committee discussed to focus on materiality in 2021 and would like more comparative Financials. John Phibbs stated that a materiality threshold is already being applied, variances of 10% and \$10,000 are being explained in the reports. We are also working on implementing a new PBCS Budget and Reporting module that will improve our reports.

The next Finance Committee meeting is scheduled for Monday March 22, 2021 at 6:00 p.m. Via GoToMeeting

The meeting was adjourned at 6:56 p.m.

Respectfully Submitted,

Karen Jackson  
Highlands Ranch Community Association, Accounting Manager



**Minutes of the March 22, 2021 Finance Committee Meeting /  
Board of Directors 2020 Audit Review Meeting  
Highlands Ranch Community Association, Inc.**

**FC Members Present:**

Krystal Woodbury, chair  
Ron Welk  
John Mackowiak  
Mikel Wilcox  
Rolands Vilums  
Briceson Kahler

**Staff Members Present:**

John Phibbs, Director of Finance  
Karen Jackson, Accounting Manager

**Visitors Present:**

Ksenia Popke, Partner, Eide Bailly  
Kevin Ross, Audit Manager, Eide Bailly

**Board Members Present:**

Scott Lemmon, President  
Melissa Park  
Brock Norris  
Jim Allen

Krystal Woodbury called the meeting to order at 6:00 p.m. via GoToMeeting online. A quorum of the Finance Committee Members was present.

Ksenia Popke, of Eide Bailly, presented the 2020 audit report and findings. Eide Bailly issued an unmodified (i.e. “clean”) audit opinion, which states that the financial statements “...present fairly, in all material respects, the financial position of the Highlands Ranch Community Association, Inc. as of December 31, 2020, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted...”. Ms. Popke thanked staff and the Finance Committee for their involvement in the 2020 audit process.

A Finance Committee member questioned the language on page 18 of the Audit report, the language could be confusing to a non committee member and asked if the Auditors could add a sentence to explain that we have a Reserve Study and Fund Management Policy. It was agreed that the auditors would add the following to page 18

Our policy is to maintain sufficient funds designated for reserves to accommodate a minimum of one year and maximum of two years of capital expenditures calculated using a 3-year average of actual costs incurred. Our budgeted outlook for capital expenditures is based on the schedule of anticipated repair and replacement projects in the reserve study to cover major capital repairs, replacements, maintenance, care, restoration and improvements.

A copy of the Fund Management and Reserve Study policy was sent to the Committee as a reminder.

A Finance Committee member questioned if the Auditors looked at any construction projects and fixed assets for controls. The Auditor stated that all property, plant and equipment (PP&E) gets tested by invoices and contract reviews in the year that they are placed. It is not the scope of a Financial Audit to review individual construction projects to audit final project cost against the original project bid. A review of a current or past construction project would be an entirely separate consulting engagement.. Eide Bailly does have a team that can do a study for a cost around \$60,000 if the board would like to move forward with such a review.

A Finance Committee member questioned the contracts regarding our solar garden participation and wanted to know if there could be a material misstatement to the balance sheet due to this program. Eide Bailly reviewed the contracts and determined that there is no balance sheet impact and that the program is not a lease requiring disclosure under the accounting lease standard. . A solar garden contract was provided to the Finance Committee. An additional footnote will be added to the year-end audited financials discussing the solar garden program.

We have entered into three separate 20-year agreements with solar garden operators for subscription to solar energy production. The agreements expire at various dates during the years ending December 31, 2038 through 2040. The solar gardens are constructed, owned, operated and maintained by the operators. Colorado law allows us to produce solar energy and attribute the share of such production to one or more of our metered premises through credits received from Xcel Energy. Our share of production is assigned a rate of 1 kilowatt per hour (kwh) in effect during the year in which the production month occurs, regulated by the Colorado Public Utilities Commission. Total production capacity from three solar gardens is estimated at approximately 6.2 million kwh. The payments for solar energy depend on the actual production of solar energy

**Minutes of the March 22, 2021 Finance Committee Meeting /  
Board of Directors 2020 Audit Review Meeting - Continued  
Highlands Ranch Community Association, Inc**

from the specific solar garden in which we subscribe times the rate in effect in any given year. The agreements allow us to continue our efforts in evaluating alternative energy and conservation opportunities in our community, further our sustainability initiatives and reduce the overall dependence on conventional sources of energy.

A Finance Committee member questioned if the Committee was covered under the Directors and Offices coverage. The Committee is covered and the policy was provided to the Committee.

A Finance Committee member asked if we are on track with our capital and reserve spending for 2021. A list of capital and reserve projects along with current spending year to date was provided to the Committee and was indicated that as of March 2021, we are on track.

**A motion was made to recommend that the HRCA Board of Directors accept the December 31, 2020 Highlands Ranch Community Association Financial Statements and the Draft Audited 2020 Highlands Ranch Community Association Financial Statements. The motion was approved with a vote of 6-1.**

**Motion:            Ron Welk                            Second:            Mikel Wilcox**

The Finance Committee reviewed the February 15, 2021 Finance Committee meeting minutes.

**A motion was made to approve the February 15, 2021 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved with a vote of 6-1.**

**Motion:            Mikel Wilcox                            Second:            Rolands Vilums**

The Finance Committee then discussed the January 2021 HRCA financial statements, which had been circulated for review prior to the March meeting.

**A motion was made to recommend that the HRCA Board of Directors accept the January 31, 2021 Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

**Motion:            Briceson Kahler                            Second:            Ron Welk**

The Finance Committee then reviewed and discussed the February 28, 2021 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 February 28, 2021, Total Revenues for the Administrative Fund are 10% and 3% favorable to budget, respectively.
  - For the month and year-to-date ending February 28, 2021, Total Expenses for the Administrative Fund are 2% and 3% favorable to budget, respectively.
  - Year-to-Date Net Revenues for the Administrative Fund before transfers are 28% favorable to budget.

**Minutes of the March 22, 2021 Finance Committee Meeting /  
Board of Directors 2020 Audit Review Meeting - Continued  
Highlands Ranch Community Association, Inc**

- Recreation Fund:
  - For the month and year-to-date ending February 28, 2021, Total Revenues for the Recreation Fund are 1% unfavorable to budget.
  - For the month and year-to-date ending February 28, 2021, Total Expenses for the Recreation Fund are 10% favorable to budget.
  - Year-to-Date Net Revenues for the Recreation Fund before transfers are 21% favorable to budget.
- Backcountry Fund:
  - For the month and year-to-date ending February 28, 2021, Total Revenues for the Backcountry Fund 19% unfavorable and 4% favorable to budget.
  - For the month and year-to-date ending February 28, 2021, Total Expenses for the Backcountry Fund are 9% and 4% favorable to budget.
  - Year-to-Date Net Expenses for the Backcountry Fund before transfers are 6% unfavorable to budget.

**A motion was made to recommend that the HRCA Board of Directors accept the February 28, 2021 Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

**Motion:                      Ron Welk                      Second:                      Briceson Kahler**

The Finance Committee then discussed how they as a Committee can make 2021 better, including suggestions of reporting of statistical analysis and comparison reporting to make the Financial Reports more transparent; providing transcripts, recordings and minutes of the Finance Committee meeting, and reviewing the Procurement Policy. The Finance Director indicated that NetSuite does not have robust reporting capability and any additional reporting required would be a manual and intensive endeavor. There are also more pressing projects than enhance reporting such as implementing a Fixed Asset module to alleviate the manual tracking of fixed assets, and the implementation of electronic payment processing of accounts payable instead of printing manual checks and the completion of the budgeting software implementation.

The next Finance Committee meeting is scheduled for Monday April 19 2021 at 6:00pm via GoToMeeting online.

Respectfully Submitted,

Karen Jackson  
Highlands Ranch Community Association, Accounting Manager

Celebrating 20 Years!



**HIGHLANDS RANCH**  
Cultural Affairs Association



**HIGHLANDS RANCH**  
Community Scholarship Fund

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**Board of Directors Meeting  
April 20, 2021  
AGENDA**

- I. Call to Order
- II. Roll Call and Proof of Notice
- III. Approval of Minutes of Action from January 19, 2021
- IV. Reports
  - Accept the First Quarter Financial Statements for HRCAA
  - Accept the First Quarter Financial Statements for HRCSF
  - Accept the First Quarter Financial Statements for HRBCEF
- V. Additional Business
- VI. Adjournment

*For additional information contact [annie.vincent@hrcaonline.org](mailto:annie.vincent@hrcaonline.org)*



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**Board of Directors Meeting  
January 19, 2021  
MINUTES**

- I. Call to Order: 8:12 p.m.
- II. Roll Call and Proof of Notice: A quorum was established. Directors Scott Lemmon, Krystal Woodbury, Melissa Park, Jim Allen and Brock Norris were present.
- III. Approval of Minutes of Action from October 20, 2020
- ACTION:** A motion was made by Jim Allen and seconded by Krystal Woodbury to approve the October 20, 2020 minutes. Motion carried.
- IV. Reports
- Accept the Fourth Quarter Financial Statements for HRCAA: Jamie Noebel provided an overview of year 2020 and possible projections for 2021.
- ACTION:** A motion was made by Jim Allen and seconded by Krystal Woodbury to approve the Fourth Quarter HRCAA Financial Statements. Motion carried.

*For additional information contact [annie.vincent@hrcaonline.org](mailto:annie.vincent@hrcaonline.org)*



- Accept the Fourth Quarter Financial Statements for HRCSF. Discussion occurred about the Beer Fest and future funding sources of the Scholarship program.
- **ACTION:** A motion was made by Brock Norris and seconded by Jim Allen to approve the HRCSF Financial Statements. Motion carried.
- Accept the Fourth Quarter Financial Statements for HRBCEF  
**ACTION:** A motion was made by Krystal Woodbury and seconded by Melissa Park to approve the HRBCEF Financial Statements. Motion carried.

V. Additional Business: None

VI. Adjournment: 8:27 p.m.

Respectfully Submitted,

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Jim Allen, Secretary

*For additional information contact [annie.vincent@hrcaonline.org](mailto:annie.vincent@hrcaonline.org)*

**RESOLUTION 21\_04\_07**  
**OF**  
**HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

- SUBJECT:** Board Authorization to initiate judicial foreclosure of the Association's lien for delinquent assessments against the property located at 2288 Gold Dust Trail, Highlands Ranch, CO 80129.
- PURPOSE:** To provide evidence of compliance with Colorado Revised Statutes §38-33.3-316 (11)(a)(II) which requires the Board to formally resolve by recorded vote to authorize the filing of a judicial foreclosure against a specific unit on an individual basis.
- AUTHORITY:** Community Declaration for Highlands Ranch Community Association, Inc., recorded on September 17, 1981, in Book 421, Page 924 in the real property records of the County of Douglas, Colorado and Colorado law.
- RESOLUTION:** The Board of Directors of Highlands Ranch Community Association, Inc. has formally resolved, by a recorded vote, to authorize the filing of a judicial foreclosure of the Association's assessment lien against 2288 Gold Dust Trail, Highlands Ranch, CO 80129. This action was taken at a duly called meeting held on \_\_\_\_\_ or by written action without a meeting effective on \_\_\_\_\_.
- PRESIDENT'S CERTIFICATION:** The undersigned, being the President of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting or by written action of the Board of Directors, and in witness thereof, the undersigned has subscribed his/her name.

**HIGHLANDS RANCH COMMUNITY  
ASSOCIATION, INC.**

By: \_\_\_\_\_  
President



# Untitled form

Questions **Responses** 52

## 52 responses



Accepting responses

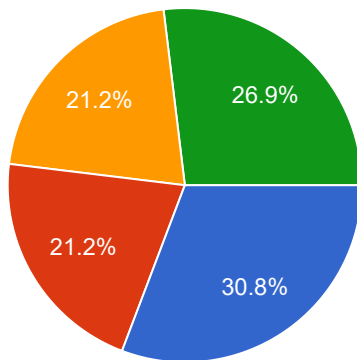
Summary

Question

Individual

### What time do you prefer the virtual Delegate Meetings to start?

52 responses



- 5:30 p.m.
- 6:00 p.m.
- 6:30 p.m.
- Any of these times work for me