



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

DELEGATE MEETING  
 Southridge Recreation Center  
 4800 McArthur Ranch Road, Highlands Ranch, CO 80130  
 July 19, 2022 6:00 p.m.

Virtual Option  
<https://us02web.zoom.us/j/89727270375?pwd=ODQvVk1zaGtRVlpETEJmWnQxSWxwdz09>

[Passcode: 835052](#)

[Phone call in: 1-669-444-9171](#)

## AGENDA

<u>Business Meeting</u>	<u>Approximate Time</u>
1. Guest Speaker:	6:00 p.m.
o Centennial Water District - Sam Caulkins	6:00 p.m.
o Douglas County Commissioners/Fair and Rodeo Speaker - Commissioner Thomas	6:10 p.m.
2. Call to Order	6:20 p.m.
3. Pledge of Allegiance	6:22 p.m.
4. Proof of Notice of Meeting	6:25 p.m.
5. Roll Call / Establishment of Quorum	6:26 p.m.
6. Approval of Minutes from the Meeting of Delegates for May and June 21, 2022.	6:30 p.m.
7. Member Forum (Sign up in advance and 3-minute time limit)	6:35 p.m.
8. Board of Directors Report	6:42 p.m.
9. General Manager Report	6:45 p.m.
o Resolution 22_07_09: HRCAs Delegates Regarding Amended and Restated Bylaws and Colorado Statute	
10. Backcountry Update	6:50 p.m.
o Action Item: CIP Vote	
11. Facilities Operations Update- Mark Gunther	7:00 p.m.
12. Program Update- Ken Joseph	7:10 p.m.
13. Community Relations Update- Jamie Noebel	7:20 p.m.
14. Continued / New Business	7:30 p.m.
15. Delegate Forum (Sign up in advance and 3-minute time limit)	7:35 p.m.
16. Adjournment	7:40 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, August 16, 2022

*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: [brian.sheppelman@hrcaonline.org](mailto:brian.sheppelman@hrcaonline.org). The Board Working Session, Regular Delegate Meeting, Board of Directors Meeting, and all other HRCAs Committee Meetings are open to our Members.*

DISTRICT DELEGATE ROLL CALL  
 MEETING DATE: June 21, 2022  
 RECORDED DATE: June 21, 2022

Instructions:  
 For initial roll 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	X		297	297					
2	DENNIS EPPERLY	X		266	266					
3	SAMARA LYON FRICK			184						
4	ROY KING (Stratton Ridge)	X		153						
5	JUDY DYK (Bradford Hills)			108						
6	JEFF THOMPSON (Sagamit)			126						
7	MICHAEL RILEY			295						
8	HEATHER BLAKE (Chalet)			97						
9	SUE LEDOLPH (Romington Bluffs)	X		50	50					
10	JIM MAYNOR			143						
11	DEREK LONG			251						
12	CONNIE ROSEL (Falcon Hills)	P		113		113				
13	HILARY PRICE			199						
14	TAMMY KELLY	X		185	185					
15	JUSTIN HILL			200						
16	ELIZABETH STROCK	X		105	105					
17	GREG HERMAN	X		166	166					
18	GLENN PROULX	X		318	318					
20	JEAN REHME			208						
21	ANDREW CURRIER	X		189	189					
22	BRYAN WALSH			132						
23	DOMINICK ESPOSITO			142						
24	CONNIE ROSEL	P		83		83				
25	ANDY JONES	X		438	438					
26	REBECCA ROTHWELL	X		183	183					
27	KETH GLENN			242						
28	BRYAN WALSH	X		48						
30	JEN BOSTON (Timberline)	X		368	368					
40	FRANK IMPINNA	X		368	368					
41	TOMMY DOLAN	X		366	366					
49	KARLA LAURENT			291						
50	LINDA MALLETT (Glensades)	X		345						
51	SID BASU	X		253						
52	CLINTON CAVE	X		234	234					
53	SHAWN LANDS	X		171						
60	VACANT	X		181	181					
61	JEFF ROHR	X		105						
62	NANCY SMITH	X		197	197					
63	HOOD LANDGRAVE	X		51	51					
64	CHRIS BAYNE	X		130	130					
65	DON WOODLAND			96						
66	JEFF ROHR			224						
68	HOMAR ALVARADO			152						
69	LOUISE ANSARI			183						
70	TERI HELMSTAD (The Villages)	X		81	81					
71	CONNIE ROSEL (Falcon Hills South)	P		26		26				
73	WILL JOHNSON			1,184						
74	BILL BUTTNER			940						
75	SUSAN O'BRIEN	X		74	74					
76	BRET ROGERS	X		223	223					
77	MELISSA SNIESSEART			428						
78	AMIT 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	LAURA EICHER	P		1,533						
81	AL BONNEAU			20						
82	KURT HOFFMAN			778						
83	ANDY NATALIE			180						
84	DAVID ALPERT			705						
85	DEBORAH SPICER	X		784	784					
86	VACANT			295						
87	JENNIFER HARRIS (Indigo Hill)	X		481	481					
88	CAROLYN GROOM (Weatherstone)			294						
89	JUDI RILEY (Villages at Elk)			323						
90	MICHAEL DEVINEY (Spaces)	X		250	250					
91	GINGER NIXT (Setters Village)	X		199						
92	MICHELLE BATCLIFF (Cassow Ranch)	X		440	440					
93	VACANT			260						
94	AL PELKOWSKI (Westridge Knolls)	X		617	617					
95	TOM RALL (Coventry Ridge)	P		56		56				
96	VACANT (Highwoods HOA)			104						
97	WILLIAM SMITH			336						
98	DANASANTILAND (Sandstone @ Indigo Hill)			225						
99	MICHAEL PETRUCELLI (Cortice Park)	X		213	213					
100	VACANT			177						
101	BRUCE PLOTTER			111						
102	PAULA BACHELLER	X		202	202					
103	VACANT			401						
104	VACANT			532						
105	JOSEPH ADEN	X		353	353					
106	RYAN NORRIS			236						
107	JALDIS SIDES (HR Golf Club)	X		579	579					
108	GRETTIE STEW			208						
109	MARILYN MANNING (Hickcountry)	X		1,252	1,252					
110	MARK DICKERSON (Shinglers)	X		87	87					
111	MIKE WOODLAND (Firelight)	X		1,863	1,863					
112	PATIE MCGUNNESS (Highland Walk)	X		298	298					
113	FRANK IMPINNA	X		517	517					
114	CLAY KARE (The Hearth)	X		1,652	1,652					
115	COLIN CAMPBELL (Brownstones)	X		359	359					
116	ROBERT STRAUSS (Tresana)	X		557	557					
120	VACANT (Creek-Tower Residences)			318						
212	VACANT (Stonesbridge)			77						
213	KAREN BURCH (Palomino Park-Gold Peak)			523						
	TOTAL			31,338	15,127	278				
	QUORUM 51%			15,902				15,405	96%	

\*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

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HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.  
MEETING OF THE DELEGATES MINUTES  
VIRTUAL  
May 17, 2022  
6:00 p.m.

<https://us02web.zoom.us/j/87654880015?pwd=OWxXL3ZLdkN2TU5lNTB5MzJNb1JGQT09>

Meeting ID: 876 5488 0015

Passcode: 254579

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1. **Guest Speaker: South Metro Fire:** Mike Dell'Orfano provided a PowerPoint presentation. Mike presented about the elections, emergency responses, coverage areas and mitigation efforts. Questions and discussion occurred.
2. **Call to Order:** 6:22p.m.
3. **Proof of Notice of Meeting**
4. **Roll Call / Establishment of Quorum:** A quorum was established. 16,185 lots of 31,338 lots were present.
5. **Approval of Minutes from the Meeting of Delegates on April 19, 2022**  
**ACTION:** The April 19, 2022 Minutes were adopted by unanimous consent. Motion carried.
6. **Board of Directors Report:** Jim Allen provided a PowerPoint presentation. Jim presented about the results of the first delegate election, the upcoming second delegate election, well easement, Eastridge lobby construction, virtual meetings and the Board consent agenda.
7. **General Manager Report:** Mike Bailey gave an update about the landscape initiatives being reviewed by the ARC. Lindsey Smith gave an update about HB1137, and HB1139. Questions and discussion occurred.
8. **Backcountry Update:** Mark Giebel provided a summary of the Backcountry Outdoor Center project and process. Questions and discussion occurred.  
**ACTION:** A motion was made by Greg Herman, #17 and seconded by Colin Campbell, #115 to approve the Backcountry Outdoor Center: Community Involvement Process Action. Vote 1 of 2. Motion carried.
9. **Community Relations Update:** Jamie Noebel provided a PowerPoint presentation. Jamie presented about past and upcoming events.
10. **Facilities Operations Update:** Mark Gunther provided a PowerPoint presentation. Mark presented information about the proposed golf simulator addition to Southridge and the proposed pickleball court conversion at Westridge. Questions and discussion occurred.
11. **Continued / New Business:** Rebecca Rothwell, #26 asked about the fire mitigation email.
12. **Member Forum: None**
13. **Delegate Forum:** Elizabeth Strock, #16 asked how colors are approved for exterior of homes. Keith Glenn, #27 asked about the number of cars on a street with home businesses.
14. **Adjournment:** 7:50 p.m.



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

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

June 21, 2022

<https://us06web.zoom.us/j/83210465774>

[Meeting ID: 832 1046 5774](#)

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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.*

1. **Call to Order:** 6:08 p.m.
2. **Pledge of Allegiance**
3. **Proof of Notice of Meeting:** Monica Wasden confirmed proper notice was given.
4. **Roll Call / Establishment of Quorum:** A quorum was not established.
5. **Consent Agenda**
  - **Approval of Minutes from the May Meeting of Delegates** – These were not approved as quorum was not met.  
**ACTION:** None/skipped.
6. **Board of Directors Report:** Jim Allen stated that the Eastridge renovation is underway, a more in-depth update will be provided by Mark Gunther later in the meeting. Provided an update on the HRCA/HRMD Board to Board Meeting held on June 16, 2022. Discussed concerns about the closure of Southridge for the Drag Comedy Show.
7. **Backcountry Update:** Mark Giebel gave a presentation on the Backcountry project and process. Discussed timeline, and Amendment to swap areas to better benefit all.
8. **General Manager Update:** Reiterated takeaways from the Board to Board meeting between HRCA and HRMD. Moving forward with collaboration and public awareness of fire mitigation. Discussed the future conversion of the island in front of Eastridge to xeriscape. HRCA in collaboration with Centennial Water and Sanitation District, want to be leaders in the community with water conservation efforts. HRCA will be waiving fees for xeriscape projects, the ARC is currently looking at revisions or additions to our current guidelines to do so. Reminded everyone of the 4<sup>th</sup> of July celebration.
9. **Facilities Update:** Mark Gunther provided an update the Eastridge renovation project. Pickleball conversion is set to start August 1, 2022. Golf and multi-sport simulator planning is currently underway.
10. **Member Forum:** Jim Allen opened the floor to public comment, reminded speakers they will be held to a 3-minute time limit. Various speakers spoke both for and against the recent Drag Comedy Show event.
11. **Delegate Forum:** The floor was opened for Delegates to speak. Various Delegates spoke out about their concern of holding the Drag Comedy Show.
12. **Adjournment:** 8:18 p.m.

**RESOLUTION 22\_07\_09---**  
**OF**  
**HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC. DELEGATES REGARDING**  
**AMENDED AND RESTATED BYLAWS AND COLORADO STATUTE**

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**SUBJECT:** Limited amendment to the Amended and Restated Bylaws due to statutory changes.

**PURPOSE:** To provide a structure for enforcement of community governing documents in a policy outside of the Amended and Restated Bylaws of Highlands Ranch Community Association as contemplated by C.R.S. § 38-33.3-209.5, and to facilitate agility when amending this enforcement structure to align with statutory changes.

**AUTHORITY:** The Declaration, Bylaws and Articles of Incorporation of the Association and Colorado law.

**EFFECTIVE DATE:** August 16, 2022

**RESOLUTION:** WHEREAS, the Delegates of the Highlands Ranch Community Association, Inc. (“HRCA”), have the sole power to alter, amend or repeal the Bylaws and to adopt new Bylaws; and

WHEREAS, effective August 10, 2022, House Bill 1137 imposed upon HRCA certain duties and obligations with respect to collection of delinquent assessments, enforcement of violations of community governing documents, and conduct of certain meetings of the Board of Directors and committees of the Board; and

WHEREAS, the provisions of House Bill 1137 control over any contrary provisions in the Bylaws; and

WHEREAS, C.R.S. § 38-33.3-209.5 requires that HRCA adopt policies, procedures, and rules and regulations concerning enforcement of covenants and rules, including notice and hearing procedures and the schedule of fines; and

WHEREAS, HRCA has historically adhered to Article XII of the Amended and Restated Bylaws: Community Enforcement Rights and Procedures- Notice and Hearing- Fines and Penalties as well

as a separate fine schedule adopted by the Board to fulfill this statutory obligation; and

WHEREAS, to minimize confusion, facilitate a single location for all enforcement policies, procedures, rules, and regulations concerning enforcement of covenants and rules, including notice and hearing procedures and the schedule of fines, and to ensure agility in the amendment process as statutory obligations evolve, the Board of Directors of HRCA has recommended to the Delegates that the provisions of Article XII of the Amended and Restated Bylaws be removed from the Bylaws and placed into a stand-alone policy that includes the schedule of fines and is adopted by the Board of Directors as contemplated by Section 7.2(j) of the Bylaws.

NOW THEREFORE, BE IT RESOLVED, the Delegates of Highlands Ranch Community Association, Inc. adopt the following amendment to the Amended and Restated Bylaws, notice of which shall be recorded in the real property records of Douglas County, Colorado:

## AMENDMENT TO BYLAWS

THIS AMENDMENT TO THE BYLAWS OF HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC. ("Amendment") is made effective as of the 16<sup>th</sup> day of August, 2022, as set forth below and in consideration of the following recitals:

### RECITALS:

A. The Delegates of Highlands Ranch Community Association, Inc. ("HRCA") are charged with the sole power and authority to alter, amend, or repeal the Bylaws that govern HRCA, which are currently the Amended and Restated Bylaws recorded on November 29, 2017 at Reception No. 2017020631 in the real property records of Douglas County, Colorado ("Bylaws").

B. The Bylaws provide, in Article XII, Community Enforcement Rights and Procedures- Notice and Hearing- Fines and Penalties. Further, the Board of Directors has also adopted an independent schedule of fines as required by C.R.S. § 38-33.3-209.5, which schedule is outside of the Bylaws.

C. Effective August 10, 2022, House Bill 1137 imposes statutory changes relating to enforcement, fines, and hearings that control over provisions in the Bylaws to the contrary.

D. To ensure statutory compliance, decrease homeowner confusion, and facilitate agile amendment of the policies, procedures, and rules and regulations concerning enforcement of covenants and rules, including notice and hearing procedures and the schedule of fines, the Board of Directors has recommended to the Delegates that Article XII be removed from the Bylaws and that instead its subject matter be regulated by Rules adopted by the Board in accordance with Section 7.2(j) of the Bylaws and Colorado law.

E. Delegates representing a majority of the votes present at the Delegate meeting on August 16, 2022, at which meeting a quorum was present, voted to approve the following amendment.

NOW, THEREFORE, in accordance with the foregoing and the covenants and conditions contained herein, the undersigned Managers hereby declare that the Bylaws shall be amended as follows:

1. Article XII. Article XII is deleted in its entirety and replaced as follows:

### **XII. RESERVED.**

2. Scope. The Bylaws are only amended to the extent expressly set forth herein. A copy or memorandum of this amendment may be recorded by the Board in the real property records of Douglas County, Colorado.

### CERTIFICATE OF SECRETARY

I, the undersigned, hereby certify that:

1. I am the duly-elected and acting Secretary of the Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation.
2. The foregoing Amendment to Bylaws was adopted by Delegates representing a majority of the votes present at the meeting on August 16, 2022, at which a quorum of Delegates was present.

Highlands Ranch Community  
Association, Inc.,  
a Colorado nonprofit corporation

By: \_\_\_\_\_  
Its: Secretary



## **July FYI's**

### **Camps**

June and July are busy months of fun camp activities! Everything from art to cooking, drama to film making, there was a camp for every age and every interest. In June, we ran full camps in Science, Engineering, Cooking, Art, Drama, Pottery and more!

### **Creative Kids Camps**

This past month we kicked off our summer camps at Westridge for children ages 3-6 years old. These popular camps are a great way to give parents a few hours to themselves, while giving their tot a chance to develop independence, self-regulation skills and meet new friends, while doing crafts, swimming, tumbling, and engaging in age-appropriate play. Wet and Wonderful, Surf and Turf, Wacky and Wonderful Wednesday's and Monday Madness are a few of the highlights!

### **Ballet**

A new session of Ballet has begun, and students are beginning their preparations for the summer dance recital which will take place at the end of August. The summer Recital theme is "Fun in the Sun"!

### **Infant Swim Resource**

Infant Swim Resource (ISR) is an aquatic program that teaches children, six months to age 3, water survival skills. ISR has been offered at HRCA for over 20 years as an introduction to a lifetime of safe water activities.

### **Race Series**

The fun and festive Independence Day 5K kicked off HRCA's 4<sup>th</sup> of July festivities. Approximately 650 runners toed the line in red, white, and blue gear to run our 5K, enjoyed a pancake breakfast, and headed over to watch the HRCA parade. Marketing efforts are full steam ahead for our upcoming mountain bike races, kids' triathlon, and Wildcat Mountain Trail races.

### **Fitness**

Fitness is incorporating fun programs throughout the summer. We have partnered up with the Backcountry to provide Yoga classes in the Backcountry Wilderness Area. This summer only series takes place every other Saturday morning. We have also partnered with Living the Dream Brewery for a "Fitness on Tap" series. Classes are hosted at Living the Dream and registration includes a complimentary beer after class. The first class, Zumba on Tap, was a huge success and registration was maxed out.

### **Sports**

In July we are running TKD classes/camps, fencing classes/camps, kickball, dodgeball, Soccer Shots, pee wee soccer league, basketball camps and clinics, volleyball camps and clinics and golf clinics. Additionally, in July we will be adding adult leagues (racquetball, volleyball, basketball, and soccer) with a full capacity of teams.

### **Tennis**

Weekly competitive matches for HRCA's Junior Team Tennis program will conclude on July 25. Teams in first or second place will continue their practices in preparation for the State Championship competition the first weekend in August. The CTA Twilight League season will begin on July 25, followed by the CTA Women's Summer Daytime League start on August 1. The Summer junior tennis camps will conclude the week of July 25, with the morning camp at The Recreation Center at Westridge and the afternoon camp at The Recreation Center at Southridge.

### **Therapeutic Recreation**

June happenings for the TR Program included personal instruction on land and aquatic therapy. Thrilling Thursdays, Hip Hop, Yoga, Basketball, Special Olympics Tennis team, TR Tri Camp and Stride to Ride were popular. Yoga, Hip Hop, Tae Kwon Do, Thrilling Thursdays Soccer and summer sports camp programs continue to serve participants in July as well as Special Olympics Tennis and TR Tri Camp.



## Community Relations July 2022

### Upcoming Events

**Coffee with a Cop** - Wednesday, July 20, 8:00-10:00am - Westridge Recreation Center

Douglas County Sheriff's Department will stop by to give residents and business owners the chance to connect with police in a relaxed atmosphere.

**Summer Concert Series** - Thursday, July 21, 6:30-8:00pm - Highlands Heritage Park

Enjoy a summer of music in the park! This free family event features the best of local bands and guarantees to be a good time! Bring your friends, pack a picnic dinner, and enjoy Chris Daniels & the Kings.

**Culture on the Green** - Friday, July 22, 6:30-8:00 p.m. - Civic Green Park

Treat yourself to free entertainment outdoors in beautiful Civic Green Park with this series of three professional performances brought to Highlands Ranch. This series features a variety of shows which have widespread appeal and are full of fun, and family entertainment. Bring your family and friends and enjoy live entertainment in the heart of Highlands Ranch with Soul Rhythm African Drumming and Dance

**Summer Concert Series** - Thursday, July 28, 6:30-8:00 p.m. - Highlands Heritage Park

Enjoy a summer of music in the park! This free family event features the best of local bands and guarantees to be a good time! Bring your friends, pack a picnic dinner, and enjoy The

**Farmers' Market** - Sundays, 10:00 a.m. – 2:00 p.m. - Town Center South

HRCA partners with Denver Farmers' Market to bring one of the best weekly gatherings of local vendors together to sell local fresh goods to Highlands Ranch residents during the summer months.

**Curtain Call at the Mansion** - Friday, August 4, 6:30-8:00 p.m. – Highlands Ranch Mansion

The Highlands Ranch Cultural Affairs Association presents an evening of big band jazz presented by the Metropolitan Jazz Orchestra at the Highlands Ranch Mansion. This long-established Denver big band consists of trumpets, trombones, saxophones, rhythm section, and a musical director. This show is sure to keep you entertained from start to finish!

**Tequila & Tacos** - Saturday, August 13, 3:00 – 6:00 p.m. - Eastridge Backyard

Spend your Saturday in the sun enjoying an afternoon of tequila and taco tasting! Join the HRCA and Davidsons Beer, Wine, and Spirits for one of our favorite community events featuring tacos, tequila, margaritas, and other tequila cocktails.

**Summer Sunset Concert** - Friday, August 29, 6:30-8:00pm - Civic Green Park

Enjoy one of the last summer concerts of music in the park! This free family event features the best of local bands and guarantees to be a good time! Bring your friends, pack a picnic dinner, and enjoy the 6 Million Dollar Band.

**Vitalent Blood Drive** – Thursday, September 1, 9:00 a.m. – 1:30 p.m. – Northridge Gym

HRCA is partnering with Vitalent to bring the Gift of Life to our community in a time of need. To register, visit [Vitalent.org/Donate](https://www.vitalent.org/Donate) and use the event code: 10002

**Highlands Ranch Days** – Sept 8, 9, 10, 9:30 a.m. – 1:30 p.m. Highlands Ranch Mansion

Join us at the Highlands Ranch Mansion when the old west comes to life at Highlands Ranch Pioneer Days! This event offers a variety of hands-on educational opportunities that are perfect to get children engaged with local history! Explore everything from fur trapping and exploring what pelts settlers used for trade to gold panning where you'll get to try panning for gold yourself!

Please check our web page: [HRCA Event Calendar](#) for more information on upcoming events.



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### BOARD OF DIRECTORS MEETING

Southridge Recreation Center  
4800 McArthur Ranch Road, Highlands Ranch, CO 80130  
July 19, 2022 Immediately following the Delegate meeting

#### Virtual Option

<https://us02web.zoom.us/j/89727270375?pwd=ODQvVk1zaGtRVlpETEjmWnQxSWxwdz09>

[Passcode: 835052](#)

[Phone call in: 1-669-444-9171](#)

### AGENDA

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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 Board.

4. Consent Agenda

- a. Approval of Board Meeting Minutes of Action from June 2022
- b. Approval of Finance Committee Minutes from June 2022
- c. Approval of Architectural Review Committee Minutes from June 2022
- d. Approval of Development Review Committee Minutes from June 2022
- e. Approval of Finance and Bylaws Committee Appointments

5. Member Forum

6. Director Comments

7. Committee Reports

- a. Delegate Meeting
- b. Finance Committee
  - i. Review of the June 2022 Financials

8. General Manager Report

9. Continued Business

- a. Resolutions
  - i. 22\_07\_09: Delegates Regarding Amended and Restated Bylaws and Colorado Statute
  - ii. 22\_07\_10: Policies, Procedures, and Rules and Regulations Concerning enforcement of Covenants and Rules, Including Notice and Hearing Procedures and the Schedule of Fines
  - iii. 22\_07\_11: Amended Collection Policy

10. New Business

11. Delegate Forum

12. Adjournment

The Next Delegate and Board meeting will be held on Tuesday, August 16, 2022

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*For additional information, contact: [brian.sheppelman@hrcaonline.org](mailto:brian.sheppelman@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

Board of Director's Meeting Minutes

VIRTUAL

June 21, 2022

<https://us06web.zoom.us/j/83210465774>

Meeting ID: 832 1046 5774

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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.*

**1. Call to Order:** 8:26 p.m.

**2. Establishment of Quorum/Roll Call:** A quorum was established. Directors Jim Allen, Brock Norris, Dan DeBacco, and Monica Wasden 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 Board Meeting Minutes of Action from May 2022
- Approval of Finance Committee Minutes from May 2022
- Approval of Architectural Review Committee Minutes from May 2022
- Approval of Development Review Committee Minutes from May 2022
- Approval of Board Working Session Minutes from May 2022

**ACTION:** A motion was made by Dan DeBacco and seconded by Brock Norris to approve the consent agenda.

Motion carried.

**5. Forum – Member:** None

**6. Director Comments:**

- Brock Norris stated he has had several Delegates contact him regarding the Drag Comedy Show event. He wants to go on record that he did not support this event at any time. He is in favor of implementing a checks and balances of events moving forward.
- Dan DeBacco stated he is personally grateful for the community making the movement to make the community more inclusive. He will continue to endorse the progress. Does see the opportunity to enhance communication. Thanked the Sheriff's Department and staff for their work at the event.
- Monica Wasden did not have any additional comments, stated most people know where she stands.
- Jim Allen discussed a recent meeting held with Dan DeBacco, Mike Bailey, Mark Gunther, and Jackie Kennedy regarding the recent compensation study. Survey reflects that HRCA is at the lower end of the salary ranges for staff. More meetings to follow to discuss the potential of increasing full-time employees in their ranges. Expressed concern over the IT function. In regard to the Drag Comedy Show event, he recognizes HRCA as family friendly, we need to ensure events match the community.

**7. Committee Reports**

- Delegate Meeting: None
- Architectural Review Committee: Diana Sklenar provided an update. This is the busiest time of year for her team. An internal candidate was hired for their open position, fully staffed at this point. They did have to temporarily shut down operations due to COVID.
- Development Review Committee: None
- Commercial Review Committee: None
- Bylaw Committee: None.
- Finance Committee: John Phibbs provided a review of the May 2022 Financials.

- **ACTION:** A motion was made by Dan DeBacco and seconded by Monica Wasden to approve the May 2022 Financials. Motion carried.

8. **General Manager Report:** Mike Bailey stated he will move forward with staff to confirm meeting space and address the IT issues that were prevalent at this Board meeting. Discussed recent bill, and that a fact sheet is being developed. Will go out in an email blast and in the August newsletter. Reminded the Board of the upcoming July 4<sup>th</sup> parade. Discussed future coordination with Board regarding the recent compensation study. Draft, "Hybrid Work from Home" policy was sent to legal for review. Mike will create a draft response/FAQs on some of the comments made tonight regarding the Drag Comedy Show.
9. **Continued Business:** None other than the Compensation Survey.
10. **New Business:** None
11. **Delegate Forum:** The floor was opened for Delegates to speak. Various Delegates spoke out about their concern of holding the Drag Comedy Show.
12. **Adjournment:** 8:59 p.m.

## Minutes of the June 20, 2022 Finance Committee Meeting Highlands Ranch Community Association, Inc.

**FC Members Present:**

Dan DeBacco, chair  
Ron Welk  
Jennifer Harris  
Briceson Kahler  
Leighton Stephenson

**Staff Members Present:**

John Phibbs, Director of Finance  
Emily Arnold, Accounting Manager

**Board Members and Visitors Present:**

Robert Donahue

**FC Members Absent:**

Mikel Wilcox

The Committee began the interview with Robert Donahue at 5:33 PM.

Dan DeBacco called the Finance Committee meeting to order at 6:03 p.m. A quorum of the Finance Committee Members was present.

The Finance Committee reviewed the May 16, 2022 Finance Committee meeting minutes. There was an open discussion regarding the recommendations that were made and not followed up on as of the date of the June meeting. The committee requested that Dan DeBacco follow-up with the General Manager and the Board to find out when these recommendations might be acted upon.

**A motion was made to approve the May 16, 2022 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved unanimously.**

**Motion:                      Brice Kahler                      Second:                      Leighton Stephenson**

The Finance Committee then reviewed and discussed the May 31, 2022 HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained and discussed. The following specific topics were discussed:

o **Administrative Fund:**

Current Month Variance to Budget	Year to Date Variance to Budget
Revenue      \$15,611	(\$34,326)
Expense      \$51,371	\$51,158
Transfers    \$7,458	\$30,790
Net revenue   \$74,440	\$47,622

o **Recreation Fund:**

Current Month Variance to Budget	Year to Date Variance to Budget
Revenue      \$85,030	\$494,753
Expense      \$37,151	\$183,654
Transfers    \$377,381	\$370,814
Net revenue   \$499,562	\$1,049,221

o **Backcountry Fund:**

Current Month Variance to Budget	Year to Date Variance to Budget
Revenue      \$6,065	\$6,619
Expense      (\$32,637)	(\$43,449)
Transfers    (\$1,670)	\$0
Net revenue   (\$28,242)	(\$36,830)

**A motion was made to recommend that the HRCA Board of Directors accept the May 31, 2022 Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

**Motion:                      Ron Welk                      Second:                      Jennifer Harris**

**Minutes of the June 20, 2022 Finance Committee Meeting / - Continued  
Highlands Ranch Community Association, Inc**

There were continued discussions regarding the 2023 budget process. During the May Finance Committee meeting there were detailed budget process recommendations given, including meeting with the GM prior to budget season to discuss the process, standardized templates, and goal setting among other things. This meeting has not yet occurred and the Finance Committee still highly recommends that it occurs prior to starting the 2023 budget.

There was a discussion regarding our credit card processor Vantiv and the new company we will be moving to. The Committee felt the new contract was very favorable to HRCA.

The Committee discussed the interview with Robert Donahue and it was decided to make a recommendation to invite Robert to be a member of the Committee once approved by the Board. A vote was made to invite Robert Donahue to join the Finance Committee and the vote was unanimous.

**A motion was made to end the June 20, 2022 Finance Committee meeting. The motion was approved unanimously.**

**Motion:                      Ron Welk                                      Second:                      Brice Kahler**

The next Finance Committee meeting is scheduled for Monday July 18, 2022 at 6:00 p.m. Northridge Recreation Center.

Respectfully Submitted,

John Phibbs  
Highlands Ranch Community Association, Finance Director





# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE

DATE: June 1, 2022

### MEETING MINUTES

#### I. CALL TO ORDER

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

Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Elizabeth Bryant	✓		
Chris Robinson			✓
Jason Pickett	✓		
Tony Perrone	✓		
Jerry Jeter	✓		
Jeff Rohr	✓		
Don McCandless	✓		
Mollie Anderson	✓		

Also in attendance:

Jayma Wessling CIS Coordinator  
Mike and Pat Kummer Homeowners  
Abby Cheek Homeowner & her contractor

#### II. NEW BUSINESS APPOINTMENTS:

- **3471 Foxhill** – Appointment - pool and tanning shelf. Approved by All.
- **9541 Painted Canyon** – Appointment – home expansion. Approved by All.

#### III. Architectural Reviews – The Committee Members reviewed the following submittals.

- **10630 Wagon Box** – Laundry room expansion. Declined by All.
  - Requested accurate roof line drawings
- **2931 Wyeclyff** – Pergola. Declined by All.
  - Requested more photos and materials
- **9835 Fireweed** – Commercial Vehicles. Declined by 3, Approved by 4, resulting in an approval.
- **10075 Brisbane** – Window and Awning. Declined by 1, Approved by 6, resulting in an approval.

With no further business, the regular meeting adjourned at 6:45 p.m and entered Executive Session

#### IV. Executive Session to review RIGS

Meeting adjourned at 8:53pm

---

Laurie Allred, Architectural Review Committee Chair

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



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## DEVELOPMENT REVIEW COMMITTEE

June 8, 2022

### MEETING MINUTES

#### I. Call to Order

The meeting was called to order at 6:01 p.m. by Vice-Chair Rob Mierau.

Roll call was taken by Diana Sklenar, CIS Manager

Member Name	Present	Absent	Excused
Zell Cantrell, Chairperson			✓
Rob Mierau, Vice-Chair	✓		
Ariel Madlambayan, Secretary			✓
Karie Westphal			✓
Greg Banks	✓		
Henry Hollander		✓	
Jerry Jeter	✓		

Also in attendance:

Diana Sklenar, CIS Manager

Russel Ely, Los Dos Potrillos

Woody Bryant, DRC Consultant

Mike Burmeister, DRC applicant

#### II. Review and Approval of April 13, 2022, meeting minutes

##### Action:

A motion was made by G. Banks to Accept the April 13, 2022, minutes with the conditional approval that the voting on the last amendment be adjusted to receive correct voting accounts, seconded by J.Jeter.

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

\*Adjustment to voting total was to meet one Abstain instead of two

#### III. Los Dos Potrillos, 35 Springer Drive | Site Modification

Scope of Project: The existing 716 sq. ft rooftop patio is to be enclosed with stucco walls, red tile roof, glass windows and overhead doors.

Woody Bryant presented the Staff Review comments.

- Key point; there will be no detrimental parking associated with the enclosure of the patio
- The exterior of the property was recently approved to paint the exterior in which the new enclosure will match; the committee agreed the new color scheme was successful

There was no presentation by Russel Ely representing Los Dos Potrillos, therefore the discussion was opened by R. Mierau

During discussion, the following comments were offered and responded to:

- Concerns regarding the new egress and if it meets Douglas County codes and visually if it can be readjusted to be more visually in line with the current structure.
- Glass window structures are not consistent with the current elevations. Propose to match the current windows of tow (2) on the north side.
- Opinion the roof clay barrel is not the correct approach; can it be transformed into a flat tile that represents the properties in the area.
- The lower roofline should be moved up to meet the matching roof line.
- Contradiction regarding the front door entry with the new elevation; can new elements be added to front door to be consistent with the existing structure: add Coppola to entrance and remove the lower stair case
- Verbiage adjustment: 'Coppola' vs 'hip roof'
- Does the ADA code allow for single access entry/exit and does this require the alteration of existing center staircase? What will the area be enclosed or open and how does this effect the current fire code regulations?
- The vertical columns will remain and be consistent with the current structure
- Overall consensus the terra cotta is approved
- Agreement the passing traffic will not effect the visual appearance of the structure
- Concern regarding the mechanical equipment to heat the space; currently there is no need for a rooftop system. The main system in line will take care of the needs. The exposure is on the main level of the structure and will not affect the needs of the new space. There will be no exposed duct work.
- This is a very nice addition and compliments the current structure with conditions

**Action:**

A motion was made by **J.Jeter** to **approve the submittal with conditions**, seconded by **G. Banks**

- **3 member(s) Concur;**
- **0 member(s) Dissent;**
- **4 member(s) Abstain.**
- Conditions are as follows:
- Roof above stairs removed or reiterated by entrance
- Two glass pieces in the north elevations to match existing elevations
- There is an example of flat concrete or have definitive answer to terra cotta
- New items will be approved administratively
- East Elevation is provided

**\*Post vote:**

- Fire/safety code; concerns over the safety of the residents with a single access stairwell.
- Sprinkler system- code safety
- Reiteration that the DRC is looking for the aesthetics of the exterior of the building only

**IV. Non-Agenda Resident Comments**

- There were two Residents in attendance – no comments were received

**With no further business, a motion was made by G.Banks to adjourn the meeting. Seconded by J.Jeter. The meeting adjourned a 6:48 pm.**

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Rob Mierau, Vice Chair  
Development Review Committee



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## Highlands Ranch Community Association

### Financial Statements

As of June 30, 2022

**HRCA Financial Statements**  
**June 30, 2022**  
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**Highlands Ranch Community Association**

**Financial Statements**

**Year to Date By Fund**

**Highlands Ranch Community Association, Inc.**  
**Statement of Revenues and Expenses for All Funds**  
**For the Year Ending June 30, 2022**

Financial Row	ADMINISTRATIVE		OSCA		RECREATION		BACKCOUNTRY		DEBT SERVICE		TOTAL	
	OPERATING	RESERVE	OPERATING	RESERVE	OPERATING	RESERVE	OPERATING	RESERVE	OPERATING	& PLANT		ELIMINATIONS
Revenues												
Homeowner assessments and fees	\$ 1,623,375	\$ -	\$ 8,415,393	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,038,768
Community improvement services	74,055	-	-	-	-	-	-	-	-	-	-	74,055
Legal Revenue	23,662	-	-	-	-	-	-	-	-	-	-	23,662
Recreation programs	-	-	2,813,033	-	-	-	454,187	-	-	-	-	3,267,220
Facility operations	-	-	451,259	-	-	-	8,127	-	-	-	(31,250)	428,136
Community events	156,949	-	-	-	-	-	-	-	-	-	-	156,949
Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Management Fee Revenue	161,680	-	75,828	-	-	-	-	-	-	(237,508)	-	-
Interest and other Revenue	49,297	2,665	2,130,033	10,382	28,315	(4,813)	4,504	-	-	-	-	267,117
Total revenues	2,089,018	2,665	11,988,546	10,382	490,629	(4,813)	4,504	-	-	-	(268,758)	14,255,907
Expenses												
Salaries and employee benefits	978,572	-	5,912,573	-	-	-	591,925	-	-	-	-	7,483,070
Facility operations	9,661	-	688,004	25,327	-	-	39,899	-	-	-	-	762,891
Depreciation Expense	-	29,004	-	-	-	-	-	63,023	-	1,295,443	-	1,387,470
Professional services	203,007	-	111,109	-	-	-	450	-	-	-	-	314,566
Advertising	6,377	-	38,135	-	-	-	-	-	-	-	-	44,512
Office expenses	81,264	35,716	260,340	12	2,437	1,328	20,039	-	-	-	-	381,097
Insurance	28,312	-	217,121	-	-	-	-	-	-	-	-	265,472
Interest	-	-	-	556	-	-	-	-	-	509,915	-	510,471
Information Technology Expenses	148,408	-	474,316	-	-	-	-	-	-	-	-	622,724
Occupancy	34,548	-	569,727	-	-	-	128,611	-	-	-	(31,250)	573,025
Program	1	-	567,881	-	-	-	-	-	-	-	-	696,493
Community events	69,155	-	-	-	-	-	-	-	-	-	-	69,155
Conferences, meetings and travel	14,348	-	5,237	-	-	-	11,515	-	-	-	-	31,100
Licenses and permits	-	-	19,020	-	-	-	-	-	-	-	-	19,020
Dues, subscriptions and memberships	10,355	-	9,531	-	-	-	-	-	-	-	-	19,886
Management Fee Expense	75,828	-	161,680	-	-	-	-	-	-	(237,508)	-	-
Other operating expenses	-	-	552	-	-	-	-	-	-	-	-	1,159
Total expenses	1,659,836	64,720	9,035,226	25,895	794,876	64,351	1,805,358	-	-	(268,758)	-	13,182,111
(Gains) / Losses	-	51,455	-	-	-	(42)	26,030	-	-	-	-	77,443
Excess (deficiency) of revenues over expenses	429,182	(113,510)	(36,873)	(15,513)	(304,247)	(69,122)	(1,826,864)	-	-	-	-	996,353
Transfers to Bond Fund	-	-	(1,356,692)	-	-	-	1,356,692	-	-	-	-	-
Transfers to Backcountry Fund	-	-	(345,000)	-	345,000	-	-	-	-	-	-	-
Transfers for Capital Equipment	-	-	-	-	-	-	-	28,636	-	-	-	-
Transfers for Reserves	(118,496)	118,496	(583)	1,056,340	(5,010)	5,593	1,130,722	-	-	-	-	-
Total transfers	(118,496)	118,496	(3,888,754)	1,056,340	339,990	34,229	2,487,414	-	-	-	-	-
Net revenues (expenses)	\$ 310,686	\$ 4,966	\$ (65,092)	\$ 1,040,827	\$ 35,743	\$ (34,893)	\$ 660,530	\$ -	\$ -	\$ -	\$ -	\$ 996,353



Highlands Ranch Community Association, Inc.  
Balance Sheet for All Funds  
As of June 30, 2022

ASSETS	ADMINISTRATIVE		RECREATION		BACKCOUNTRY		DEBT SERVICE		TOTAL
	OPERATING	RESERVE	OPERATING	RESERVE	OPERATING	RESERVE	OPERATING	& PLANT	
Financial Row	OSCA	RESERVE	OPERATING	RESERVE	OPERATING	RESERVE	OPERATING	& PLANT	TOTAL
<b>Current Assets</b>									
<b>Cash &amp; Equivalents</b>									
Wells Fargo Checking, Payroll and Sweep	6,408,884	-	1,269,018	-	240,990	835	-	-	7,919,727
Other Investment Accounts	254,448	-	609,851	586,849	-	-	-	-	1,451,148
Wells Fargo Bond Fund Accounts	-	-	-	-	-	-	4,051,217	-	4,051,217
Morgan Stanley	-	-	-	6,271,631	-	-	-	-	11,131,104
RBC Wealth Management	217,066	953,477	-	-	24,952	214,083	-	-	1,409,578
Cash on Hand	356	-	2,699	-	-	-	-	-	3,055
<b>Total Cash &amp; Equivalents</b>	<b>6,880,754</b>	<b>953,477</b>	<b>1,881,568</b>	<b>6,858,480</b>	<b>265,942</b>	<b>214,918</b>	<b>4,051,217</b>	<b>-</b>	<b>25,965,829</b>
<b>Accounts Receivable</b>									
1100 - AR-Assessments & Legal	54,851	-	217,654	-	-	-	-	-	272,505
1105 - Allowance for Doubtful Accounts	993	-	(72,186)	-	-	-	-	-	(71,193)
1180 - AR- Covenants & Legal	218,204	-	-	-	-	-	-	-	218,204
1191 - Accrued Interest Receivable	-	-	-	7,463	-	-	2,938	-	30,760
<b>Total Accounts Receivable</b>	<b>274,048</b>	<b>-</b>	<b>145,468</b>	<b>7,463</b>	<b>-</b>	<b>-</b>	<b>2,938</b>	<b>-</b>	<b>450,276</b>
<b>Other Current Asset</b>									
1195 - Miscellaneous Receivable	476	-	215,368	-	224	(79)	-	-	215,989
1196 - Misc Rec - PM Shared Credit	-	-	22,746	-	-	-	-	-	22,746
1200 - Prepaid Expense	37,591	-	135,278	-	1,267	-	-	-	174,136
1205 - Prepaid Insurance	8,229	-	42,644	-	3,857	-	-	-	54,730
1210 - Inventory	-	-	48,644	-	-	-	-	-	48,644
1225 - Undeposited Funds	(841)	-	-	-	-	-	-	-	(841)
<b>Total Other Current Asset</b>	<b>45,455</b>	<b>-</b>	<b>464,680</b>	<b>-</b>	<b>5,348</b>	<b>(79)</b>	<b>-</b>	<b>-</b>	<b>515,404</b>
<b>Total Current Assets</b>	<b>7,200,257</b>	<b>953,477</b>	<b>2,491,716</b>	<b>6,865,943</b>	<b>271,290</b>	<b>214,839</b>	<b>4,054,155</b>	<b>-</b>	<b>26,931,509</b>
<b>Fixed Assets</b>									
Fixed Assets - Cost	17,318	541,730	70,567	-	-	1,313,155	76,551,464	-	78,494,234
Fixed Assets - Accumulated Depreciation	-	(413,573)	-	-	-	(809,978)	(43,666,886)	-	(44,890,439)
<b>Total Fixed Assets</b>	<b>17,318</b>	<b>128,157</b>	<b>70,567</b>	<b>-</b>	<b>-</b>	<b>503,177</b>	<b>32,884,576</b>	<b>-</b>	<b>33,603,795</b>
<b>Other Assets</b>									
1110 - PM Cash Clearing	-	-	30,492	-	-	-	-	-	30,492
1250 - Interfund Receivable	108,089	24,000	3,107,284	74,076	405,584	-	-	-	3,725,533
1255 - Loan from OSCA Loan Receivable	-	-	-	-	-	-	-	-	262,500
1600 - 1999 Bond Issuance Costs	-	-	-	-	-	-	50,570	-	50,570
<b>Total Other Assets</b>	<b>108,089</b>	<b>24,000</b>	<b>3,137,776</b>	<b>74,076</b>	<b>405,584</b>	<b>-</b>	<b>50,570</b>	<b>-</b>	<b>4,069,095</b>
<b>Total ASSETS</b>	<b>\$ 7,325,664</b>	<b>\$ 1,105,634</b>	<b>\$ 5,700,059</b>	<b>\$ 6,940,019</b>	<b>\$ 676,874</b>	<b>\$ 718,014</b>	<b>\$ 36,989,300</b>	<b>\$</b>	<b>\$ 64,604,396</b>

Highlands Ranch Community Association, Inc.  
Balance Sheet for All Funds  
As of June 30, 2022

Financial Row	ADMINISTRATIVE		OSCA		RECREATION		BACKCOUNTRY		DEBT SERVICE		TOTAL
	OPERATING	RESERVE	OPERATING	RESERVE	OPERATING	RESERVE	OPERATING	RESERVE	OPERATING	& PLANT	
<b>LIABILITIES &amp; EQUITY</b>											
<b>Current Liabilities</b>											
<b>Accounts Payable</b>											
2000 - Accounts Payable	2,649	-	-	-	221,953	312,952	5,911	932	-	297,451	544,397
2015 - Accrued Bond Interest Payable	-	-	-	-	-	-	-	-	-	-	297,451
2025 - Preschool Scrips Pass Through	-	-	-	-	-	-	-	-	-	-	-
<b>Total Accounts Payable</b>	<b>2,649</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>221,953</b>	<b>312,952</b>	<b>5,911</b>	<b>932</b>	<b>-</b>	<b>297,451</b>	<b>841,848</b>
<b>Other Current Liability</b>											
2005 - Accrued Accounts Payable	102,225	-	-	-	73,385	263	171,871	-	-	-	347,744
2006 - Accrued AP - PM Shared Credit	-	-	-	-	57,892	-	-	-	-	-	57,892
2008 - Lease Liability	16,255	-	-	-	65,022	-	-	-	-	-	81,277
2009 - Colorado Payback	5,916	-	-	-	11,294	-	3,658	-	-	-	20,868
2012 - Payroll Cares Act	-	-	-	-	-	-	-	-	-	-	-
2020 - Sales Taxes Payable - State	-	-	-	-	-	-	-	-	-	-	-
2045 - Accrued Payroll & Vacation Expense	654,291	-	-	-	203,445	-	28,194	-	-	-	885,930
2050 - AFLAC Pre-Tax	589	-	-	-	707	-	-	-	-	-	1,296
2055 - Cafeteria Plan EE Contribution	178	-	-	-	1,190	-	-	-	-	-	1,368
2060 - Health Savings Acct EE Cont	973	-	-	-	1,802	-	-	-	-	-	2,775
2100 - Unearned Assessments	258,065	-	-	-	2,352,634	(2)	-	-	-	-	2,610,697
2101 - Deferred Assessments	89,763	-	-	-	893	-	-	-	-	-	90,656
2102 - Unearned CIS Fines & Fees	577,281	-	-	-	1,260,862	-	(6,254)	-	-	-	577,281
2105 - Unearned Program & Facilities Revenue	8,736	-	-	-	42,928	-	60,848	-	-	-	1,263,164
2110 - Unearned Other Revenue	-	-	-	-	-	-	-	-	-	-	103,776
2115 - Unearned Sponsorship & Grant Revenue	-	-	-	-	-	-	-	-	-	-	-
2120 - Foreclosure Reserve	-	-	-	-	-	-	22,248	-	-	-	22,248
2125 - Prepaid Vegetation Mngt (Xcel)	-	-	-	-	-	-	10,282	-	-	-	10,282
2130 - Prepaid Natural Resource Mngt -Elk	-	-	-	-	-	-	8,586	-	-	-	8,586
2135 - Prepaid Water Line Easment	-	-	-	-	-	-	96,411	-	-	-	96,411
2250 - Interfund Payable	3,453,169	-	583	60,668	51,717	64,720	-	-	64,720	-	3,727,268
<b>Total Other Current Liability</b>	<b>5,167,441</b>	<b>-</b>	<b>583</b>	<b>4,132,542</b>	<b>51,978</b>	<b>64,720</b>	<b>395,844</b>	<b>-</b>	<b>64,720</b>	<b>362,172</b>	<b>9,813,108</b>
<b>Total Current Liabilities</b>	<b>5,170,090</b>	<b>-</b>	<b>583</b>	<b>4,354,495</b>	<b>364,930</b>	<b>362,172</b>	<b>401,755</b>	<b>932</b>	<b>-</b>	<b>8,570,000</b>	<b>10,654,956</b>
<b>Long Term Liabilities</b>											
2255 - Loan from OSCA Loan Payable	-	-	-	-	262,500	-	-	-	-	-	262,500
2600 - Bonds Payable - 1999 Series	-	-	-	-	-	-	-	-	-	-	-
2610 - Bonds Payable - 2004 Series	-	-	-	-	-	-	-	-	8,570,000	-	8,570,000
<b>Total Long Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>262,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,570,000</b>	<b>-</b>	<b>8,832,500</b>
<b>Equity</b>											
Restricted Fund Balance	38,659	309,868	1,237,500	-	-	2,926,527	-	157,779	-	-	4,670,333
Retained Earnings	1,806,225	790,779	3,976,840	2,301,001	2,345,234	239,374	594,199	27,396,602	-	-	39,450,254
Net Income	310,688	4,986	(66,092)	(955,435)	1,040,827	35,744	(34,893)	660,530	-	-	996,355
<b>Total Equity (Fund Balance)</b>	<b>2,155,572</b>	<b>1,105,633</b>	<b>5,148,248</b>	<b>1,345,566</b>	<b>6,312,588</b>	<b>717,085</b>	<b>275,118</b>	<b>717,085</b>	<b>28,057,132</b>	<b>-</b>	<b>45,118,942</b>
<b>Total LIABILITIES &amp; EQUITY</b>	<b>\$ 7,325,662</b>	<b>\$ 1,105,633</b>	<b>\$ 5,148,831</b>	<b>\$ 5,700,061</b>	<b>\$ 6,940,018</b>	<b>\$ 718,017</b>	<b>\$ 676,873</b>	<b>\$ 718,017</b>	<b>\$ 36,989,304</b>	<b>\$ 64,604,399</b>	<b>\$ 64,604,399</b>

**Highlands Ranch Community Association  
Statement of Cash Flows - June 30, 2022**

	Administrative Fund			Recreation Fund			Totals			
	Operating	Reserves	OSCA Fund	Operating	Reserves	Backcountry Operating	Backcountry Reserves	Debt Service and Plant	Period Ended Jun-22	Period Ended May-22
<b>Cash flows from operating activities</b>										
Excess (deficiency) of revenues over expenses	\$ 310,666	\$ 4,986	\$ (66,092)	\$ (955,434)	\$ 1,040,827	\$ 35,743	\$ (34,893)	\$ 660,530	\$ 996,353	\$ 500,732
Adjustment to reconcile excess (deficiency) of revenues over expenses to net cash from (used for) operating activities										
Depreciation expense	-	29,004	-	-	-	-	63,023	1,295,443	1,367,470	1,158,988
(Gain) loss on asset disposal	-	-	-	-	-	-	-	-	-	-
Interest expense attributable to amortization of bond issuance costs	-	-	-	-	-	-	-	-	-	-
Bad debt expense	-	-	-	-	-	-	-	-	-	-
Lease costs on right of use asset	-	-	-	(1,297)	-	-	-	-	(1,297)	-
Accretion of lease liability	-	-	-	-	-	-	-	-	-	-
(Increase) decrease in operating assets	-	-	-	-	-	-	-	-	-	-
Assessments receivable, net	-	-	-	-	-	-	-	-	-	-
Accounts receivable, other	(259,245)	-	144,414	144,414	-	-	-	148	(114,682)	(129,160)
Prepaid expenses and other assets	(18,428)	-	-	(218,198)	-	12,427	406	-	(223,793)	(184,500)
Increase (decrease) in operating liabilities	-	-	-	-	-	-	-	-	-	-
Accounts payable and accrued expenses	564,120	(42,700)	(2,496)	(213,338)	279,954	125,347	606	1,089,571	1,801,064	1,185,414
Accrued payroll and related items	25,717	-	-	65	-	-	-	-	25,782	1,621,795
Assessments paid in advance	481,763	-	-	646,953	-	(1,223)	-	-	1,127,493	(87,649)
Deferred revenue	-	-	-	-	-	-	-	-	-	-
Lease liability	-	-	-	-	-	-	-	-	-	-
<b>Net cash from (used for) operating activities</b>	<b>1,104,613</b>	<b>(8,710)</b>	<b>(68,587)</b>	<b>(596,835)</b>	<b>1,320,781</b>	<b>172,294</b>	<b>29,142</b>	<b>3,045,692</b>	<b>4,998,390</b>	<b>4,065,600</b>
<b>Cash flows from investing activities</b>										
Net (purchases) sales of investments	-	131,145	-	-	-	-	-	299,659	563,980	1,112,077
Purchases of property and equipment	-	-	-	-	-	-	-	-	-	-
<b>Net cash from (used for) investing activities</b>	<b>-</b>	<b>131,145</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>133,176</b>	<b>299,659</b>	<b>563,980</b>	<b>1,112,077</b>
<b>Cash flows from financing activities</b>										
Payment or accounts payable for property and equipment	-	-	-	-	-	-	-	(897,793)	(897,793)	(897,793)
Bond principal payments	227	-	-	-	-	-	-	(2,320,000)	(2,319,773)	(2,319,773)
Net borrowing and transfers among funds	1,980,047	488,805	204,741	(84,286)	1,015,005	(241,770)	(153,240)	131,007	3,340,309	3,340,080
<b>Net cash from (used for) financing activities</b>	<b>1,980,274</b>	<b>488,805</b>	<b>204,741</b>	<b>(84,286)</b>	<b>1,015,005</b>	<b>(241,770)</b>	<b>(153,240)</b>	<b>(3,086,786)</b>	<b>122,743</b>	<b>122,514</b>
Net change in cash, cash equivalents, and restricted cash	3,064,897	611,240	136,154	(691,121)	2,335,786	(69,476)	9,078	258,565	5,685,113	5,300,191
Cash, cash equivalents, and restricted cash, beginning of year	3,795,857	342,237	4,723,319	2,562,689	4,522,696	335,418	205,839	3,792,653	20,280,718	20,280,718
<b>Cash, cash equivalents, and restricted cash, end of year</b>	<b>\$ 6,880,754</b>	<b>\$ 953,477</b>	<b>\$ 4,859,473</b>	<b>\$ 1,881,568</b>	<b>\$ 6,858,482</b>	<b>\$ 265,942</b>	<b>\$ 214,917</b>	<b>\$ 4,051,218</b>	<b>\$ 25,965,831</b>	<b>\$ 25,580,909</b>

**Highlands Ranch Community Association**

**Income Statement**

**Actual to Budget Analysis**

**by**

**Operating Funds**

**HRCA Administrative Fund  
Variance Analysis - Actual vs. Budget (AvB)**

	2022 MTD Actual vs. 2022 MTD Budget		2022 YTD Actual vs. 2022 YTD Budget		
	Actual	Budget	Actual	Budget	
<b>Revenues</b>					
Homeowner assessments and fees	\$ 280,656	\$ 297,333	\$ 1,647,038	\$ 1,710,341	(4%)
Community improvement services	11,710	10,500	74,055	63,000	18% A
Community events	96,922	47,833	156,949	85,500	84% B
Advertising	-	-	-	-	0%
Management Fee	20,613	28,000	161,680	198,500	(19%) C
Interest and other revenue	706	3,413	49,296	40,475	22%
<b>Total revenues</b>	<b>410,607</b>	<b>387,079</b>	<b>2,089,018</b>	<b>2,097,816</b>	<b>0%</b>
<b>Expenses</b>					
Salaries and employee benefits	139,553	158,441	978,574	993,141	1%
Facility operations	1,602	1,417	9,661	8,500	(14%)
Professional services	36,696	43,410	204,784	259,620	21% D
Advertising	658	-	6,378	10,000	36%
Office expenses	8,849	10,876	81,267	65,254	(25%) E
Insurance	5,250	13,506	28,312	54,012	48% F
Information Technology Expenses	27,829	24,825	146,624	139,056	(5%)
Occupancy	33,000	5,833	34,547	35,002	1%
Community events	38,327	51,408	69,158	74,050	7%
Conferences, meetings and travel	2,040	2,350	14,348	14,100	(2%)
Dues, subscriptions and memberships	1,090	2,163	10,356	12,975	20%
Management Fee	13,621	13,750	75,828	82,500	8%
Other operating expenses	-	583	-	3,500	100%
<b>Total expenses</b>	<b>308,515</b>	<b>328,561</b>	<b>1,659,837</b>	<b>1,751,709</b>	<b>5%</b>
<b>Transfers</b>					
Transfers - Capital Equipment	-	7,458	-	44,748	100% G
Transfers to Admin. Reserve Fund	18,666	18,666	118,496	111,996	(6%)
<b>Total transfers</b>	<b>18,666</b>	<b>26,124</b>	<b>118,496</b>	<b>156,744</b>	<b>24%</b>
<b>Total expenses after transfers</b>	<b>327,181</b>	<b>354,685</b>	<b>1,778,333</b>	<b>1,908,453</b>	<b>7%</b>
<b>Net revenue (expense)</b>	<b>\$ 83,427</b>	<b>\$ 32,394</b>	<b>\$ 310,686</b>	<b>\$ 189,364</b>	<b>64%</b>

Variance materiality = \$10k and 10% (items primarily attributable to timing excluded from materiality analysis)

**Variance Discussion - Month-to-Date Actual vs. Month-to-Date Budget**

- A - Beer Fest revenue was \$97K, of which \$50K will be transferred to the Scholarship fund in July
- B - Salaries are lower than budget primarily due to open positions for payroll manager, graphic designer and executive assistant during the month.
- C - Unfavorable variance is due to \$33K YTD true up adjustment booked in June for Admin lease of ER offices. YTD is on track.
- D - Lower than budgeted primarily due to \$15K budgeted for 4th of July parade in June that will hit July

**Variance Discussion - Year-to-Date Actual vs. Year-to-Date Budget**

- A - Higher architectural review revenue than budgeted due higher than expected requested submissions from homeowners
- B - Beer Fest revenue was \$97K, of which \$50K will be transferred to the Scholarship fund in July. Also, other events exceeded budget e.g. Cold Cases and Cocktails (\$9K) and Tastings (\$5K)
- C - Legal fees charged to Rec lower than budgeted
- D - Legal fee actuals lower than budgeted
- E - Budget did not include Q1 newsletter and printing costs due to Covid
- F - Variance relates to insurance invoicing timing compared to budget
- G - The Admin Reserve is overfunded in excess of \$1M so budgeted transfers are not required

**Admin Community Events  
YTD June 30, 2022**

	Revenue	Expense	Profit/(Loss)
Adult Swim Night	871	796	75
Beer Festival	95,926	27,081	68,845
Cold Cases & Cocktails	11,988	1,257	10,731
Doggie Splash	250		250
Easter Egg Hunt	600	1,482	(882)
Fall Craft Show			-
Farmers Market	3,500	36	3,464
Father Daughter Sweetheart Ball	17,830	18,323	(493)
General	170	4,240	(4,070)
Glow in the Dark Yoga	982	936	46
Hometown Holiday Celebration		479	(479)
Jewelry Show	1,252	-	1,252
Miscellaneous Pop Up Events		145	(145)
Miscellaneous Tastings	6,688	77	6,611
Oaked & Smoked		2,200	(2,200)
Paranormal Party			-
Princess Teas	2,136	444	1,692
Rose in the Ranch			-
Recycling Events	12,056	150	(150)
Spring Bazaar	2,700	241	11,815
Super Hero Party	156,949	1,423	1,277
		59,310	97,639
July 4th Celebration	-	-	-
July 4th Fireworks		4,673	(4,673)
July 4th Parade		5,175	(5,175)
		9,848	(9,848)
<b>Total</b>	<b>156,949</b>	<b>69,158</b>	<b>87,791</b>

Comm. Relations & Marketing  
FY22 Budget by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	Load	Load	Load	Load	Load	Load	Load	Load	Load	Load	Load	Load	Load
<b>4400 - Community Events Revenue</b>													
Tacos and Tequila						1,500		11,000					11,000
Adult Swim Night											3,500		3,500
Rose in the Ranch			3,000							3,000			6,000
Cold Cases and Cocktails	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Miscellaneous Pop Up Events				500									500
HRCA Socks													2,000
Easter Egg Hunt				500			2,000						7,000
July 4th Parade					1,000	1,000	1,500	1,000	1,000	500	500		7,000
Farmers Market													45,000
Hometown Holiday Celebration													500
Beer Festival	500	500	10,000			45,000							1,000
Spirit Tastings									1,500				1,500
Spring Bazaar													10,000
Garage Sale													1,500
Fall Craft Show	250	250	250	250	250	250	250	250	250	15,000	250	250	3,000
Miscellaneous Tastings									3,000				3,000
Doggie Splash										4,500			4,500
Paranormal Party											10,000		10,000
Jewelry Show							2,000						2,000
Touch a Truck													2,000
Glow in the Dark Yoga										1,200			1,200
Father Daughter Sweetheart Ball		18,000					12,000						30,000
Oaked & Smoked													2,000
Super Hero Party								2,000					2,000
Princess Teas	833	18,833	15,333	2,000	1,333	47,833	15,833	16,333	5,833	24,533	14,333	2,933	165,300
<b>5100 - Community Events Expense</b>													
Tacos and Tequila								9,500					9,500
July 4th Fireworks						700							700
Adult Swim Night										75			150
House Decorating											2,000		2,000
Rose in the Ranch										600			1,200
Cold Cases and Cocktails											150		150
Senior Fair													160
Miscellaneous Pop Up Events	83	83	83	83	83	83	83	83	83	83	83	83	1,000
General	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Easter Egg Hunt						15,000							30,000
July 4th Parade							250						250
Farmers Market													35,000
Hometown Holiday Celebration													1,500
Beer Festival	750	750				35,000							1,000
Spirit Tastings					1,000								700
Spring Bazaar													700
Garage Sale									700				1,000
Fall Craft Show										1,000			1,000
Miscellaneous Tastings	208	208	208	208	208	208	208	208	208	208	208	208	2,500
Doggie Splash													200
Paranormal Party										2,500			2,500
Jewelry Show											1,000		1,000
Touch a Truck								4,500					4,500
Glow in the Dark Yoga													900
Father Daughter Sweetheart Ball	9,320	3,680					12,000						13,000
Oaked & Smoked													12,000
Super Hero Party								1,000					1,000
Princess Teas												2,000	2,000
	10,778	5,138	1,308	4,708	708	51,408	87,958	15,708	1,608	5,783	3,858	17,783	206,750
<b>Net Income</b>	<b>(9,945)</b>	<b>13,685</b>	<b>14,025</b>	<b>(3,375)</b>	<b>625</b>	<b>(3,575)</b>	<b>(72,125)</b>	<b>625</b>	<b>4,225</b>	<b>18,750</b>	<b>10,475</b>	<b>(14,850)</b>	<b>(41,450)</b>

**HRCA Recreation Fund**  
**Variance Analysis - Actual vs. Budget (AvB)**

	2022 MTD Actual vs. 2022 MTD Budget			2022 YTD Actual vs. 2022 YTD Budget		
	Actual	Budget	%	Actual	Budget	%
<b>Revenues</b>						
Homeowner assessments and fees	\$ 1,404,214	\$ 1,402,500	0%	\$ 8,415,393	\$ 8,415,000	0%
Recreation programs	630,465	613,487	3%	2,813,032	2,453,711	15%
Facility operations	97,695	61,969	58%	451,267	402,229	12%
Management Fee	13,621	13,750	(1%)	75,828	82,500	(8%)
Interest and other revenue	27,988	6,167	354%	213,032	44,250	381%
<b>Total revenues</b>	<b>2,173,982</b>	<b>2,097,873</b>	<b>4%</b>	<b>11,968,552</b>	<b>11,397,690</b>	<b>5%</b>
<b>Expenses</b>						
Salaries and employee benefits	1,044,204	1,231,618	15%	5,913,957	6,458,256	8%
Facility operations	171,438	81,961	(109%)	686,626	542,134	(27%)
Professional services	24,252	50,550	52%	217,223	235,844	8%
Advertising	4,298	6,000	28%	38,135	36,000	(6%)
Office expenses	33,410	39,493	15%	260,335	236,958	(10%)
Insurance	35,974	32,259	(12%)	217,120	193,552	(12%)
Information Technology Expenses	65,136	62,126	(5%)	368,203	372,758	1%
Occupancy	72,353	98,146	26%	569,723	569,484	0%
Program	207,092	153,024	(35%)	567,882	457,190	(24%)
Conferences, meetings and travel	1,050	500	(110%)	5,236	3,000	(75%)
Licenses and permits	3,067	4,292	29%	19,019	26,294	28%
Dues, subscriptions and memberships	755	333	(126%)	9,531	2,000	(377%)
Management Fee	20,613	28,000	26%	161,680	187,000	14%
Other operating expenses	652	83	(683%)	554	2,500	78%
<b>Total Expenses</b>	<b>1,684,295</b>	<b>1,788,386</b>	<b>6%</b>	<b>9,035,225</b>	<b>9,322,970</b>	<b>3%</b>
<b>Transfers</b>						
Transfers for capital equipment	-	-	0%	-	-	0%
Transfers to Rec. Reserve	445,018	429,464	(4%)	2,187,062	2,548,889	14%
Transfers to Bond Fund	(189,630)	(189,630)	0%	1,356,692	1,350,125	0%
Transfers to Backcountry Fund	157,500	37,500	(320%)	345,000	225,000	(53%)
<b>Total Transfers</b>	<b>412,888</b>	<b>277,334</b>	<b>(49%)</b>	<b>3,888,754</b>	<b>4,124,014</b>	<b>6%</b>
<b>Total Expenses after Transfers</b>	<b>2,097,183</b>	<b>2,065,719</b>	<b>(2%)</b>	<b>12,923,979</b>	<b>13,446,983</b>	<b>4%</b>
<b>Net Revenue (Expense)</b>	<b>\$ 76,799</b>	<b>\$ 32,153</b>	<b>139%</b>	<b>\$ (955,426)</b>	<b>\$ (2,049,293)</b>	<b>(53%)</b>

Variance materiality = \$20k and 10% (items primarily attributable to timing excluded from materiality analysis)



**HRCA Recreation Fund**  
**Variance Analysis - Actual vs. Budget (AvB)**

**Variance Discussion - Month-to-Date Actual vs. Month-to-Date Budget**

- A** - Positive variance is due to \$33K YTD true up adjustment booked in June for Admin lease of ER offices
- B** - Variance primarily relates to favorable Grant Revenue for Preschool and Day Camps in 2022
- C** - Lower than budgeted salaries due to open positions - 16 open for Rec at end of July
- D** - Variance due to higher pool maintenance (\$49K) and Maint & Supplies expenses (\$21K) primarily due to timing vs. budget plus change in capitalization policy with higher thresholds; also bulk purchase of uniforms vs. being purchased year round as budgeted (\$14K); higher landscaping costs (\$5K).
- E** - Variance due to Eastridge Construction Review being cancelled
- F** - Favorable occupancy due to credits with Xcel Energy and timing of SunShare solar bills.
- G** - Program expenses exceed budget due to greater program participation and increased revenue
- H** - Backcountry Operating was underfunded necessitating an additional transfer in June, to be reversed in July.

**Variance Discussion - Year-to-Date Actual vs. Year-to-Date Budget**

- A** - Positive variance is due to better than expected participation across all programs than budgeted
- B** - Positive variance is due to \$33K YTD true up adjustment booked in June for Admin lease of ER offices. The expense for Admin lease was budgeted; however, the revenue side of the lease was missed during budgeting. Also Golf Simulator \$14K higher than budget.
- C** - Variance primarily relates to favorable Grant Revenue for Preschool and Day Camps in 2022 of \$30K/month.
- D** - Variance due to higher than budgeted pool maintenance expenses and Maint & Supplies expenses due to timing vs. budget plus recent change in capitalization policy with higher thresholds; higher snow removal costs; higher uniform costs.
- E** - Increase in bank charges - change in value of priced securities
- F** - Variance relates to insurance invoicing timing compared to budget
- G** - Program expenses exceed budget due to greater program participation and increased revenue
- H** - Legal fees charged to Rec lower than budgeted
- I** - The transfer between Rec Op and Rec Reserve for capital reserves was suspended for May and started back up at a reduced rate beginning in June due to revising the Eastridge remodel project spend. The project is coming in lower than budgeted by \$700K.
- J** - Backcountry Operating was underfunded necessitating an additional transfer in June, to be reversed in July.

**HRCA Backcountry Fund**  
**Variance Analysis - Actual vs. Budget (AvB)**

	2022 MTD Actual vs. 2022 MTD Budget			2022 YTD Actual vs. 2022 YTD Budget		
	Actual	Budget	Actual vs. Budget (AvB) %	Actual	Budget	Actual vs. Budget (AvB) %
<b>Revenues</b>						
Recreation programs	\$ 339,047	\$ 278,000	61,047 22%	\$ 454,187	\$ 376,800	77,387 21%
Facility operations	1,354	13,954	(12,600) (90%)	36,443	58,724	(22,281) (38%)
Interest and other revenue	-	8,508	(8,508) (100%)	-	8,548	(8,548) (100%)
<b>Total revenues</b>	<b>340,402</b>	<b>300,462</b>	<b>39,940</b> 13%	<b>490,631</b>	<b>444,072</b>	<b>46,559</b> 10%
<b>Expenses</b>						
Salaries and employee benefits	135,422	114,957	(20,465) (18%)	591,925	520,548	(71,377) (14%)
Facility operations	12,209	12,650	441 3%	39,899	63,250	23,351 37%
Professional services	-	1,550	1,550 86%	450	3,100	2,650 85%
Office expenses	215	1,566	1,352 5%	2,437	6,400	3,963 62%
Insurance	3,340	3,500	160 (32%)	20,039	21,000	961 5%
Program	33,763	25,500	(8,263) (32%)	128,611	98,400	(30,211) (31%)
Conferences, meetings and travel	1,705	2,750	1,045 38%	11,515	14,000	2,485 18%
Licenses and permits	-	110	110 100%	-	660	660 100%
<b>Total expenses</b>	<b>186,653</b>	<b>162,583</b>	<b>(24,070)</b> (15%)	<b>794,877</b>	<b>727,358</b>	<b>(67,519)</b> (9%)
<b>Transfers</b>						
Transfer To B.C. Reserve Fund	835	835	- 0%	5,010	5,010	- 0%
Transfer from Recreation Fund	(157,500)	(37,500)	120,000 (320%)	(345,000)	(225,000)	120,000 (53%)
<b>Total transfers</b>	<b>(156,665)</b>	<b>(36,665)</b>	<b>120,000</b> (327%)	<b>(339,990)</b>	<b>(219,990)</b>	<b>120,000</b> (55%)
<b>Total expenses after transfers</b>	<b>29,988</b>	<b>125,918</b>	<b>95,930</b> 76%	<b>454,887</b>	<b>507,368</b>	<b>52,481</b> 10%
<b>Net revenue (expense)</b>	<b>\$ 310,413</b>	<b>\$ 174,544</b>	<b>\$ 135,870</b> 78%	<b>\$ 35,744</b>	<b>\$ (63,296)</b>	<b>\$ 99,040</b> (156%)

Variance materiality = \$5k and 10% (items primarily attributable to timing excluded from materiality analysis)

**Variance Discussion - Month-to-Date Actual vs. Month-to-Date Budget**

- A - Positive variance is due to better than expected participation in horse trail rides and youth camp.
- B - Backcountry billing to HRBCEF non profit for June will be included in July
- C - Variance due to timing of donation and fundraising revenue.
- D - Staffing was accelerated compared to budget due to labor market challenges
- E - Variance due to higher expenses in Horse Trail due to increased revenue.
- F - Backcountry Operating was underfunded necessitating an additional transfer in June, to be reversed in July.

**Variance Discussion - Year-to-Date Actual vs. Year-to-Date Budget**

- A - Positive variance is due to better than expected participation in horse trail rides and youth camp.
- B - Variance due to timing of Friends BC billing, Cell Tower lease revenue and grazing lease revenue.
- C - Variance due to timing of donation and fundraising revenue.
- D - Staffing was accelerated compared to budget due to labor market challenges
- E - Variance due timing of Vegetation, Natural Resource and Noxious Weed management
- F - Variance due to higher expenses in Horse Trail due to increased revenue.
- G - Backcountry Operating was underfunded necessitating an additional transfer in June, to be reversed in July.

**Highlands Ranch Community Association**

**Income Statement**

**Operating Fund Analysis**

**Current Month and Year to Date**

**HRCA**  
**Statement of Revenues and Expenses**  
**For the Month Ending June 30, 2022**

	Current Month Actuals			Current Month Budget			Current Month Variance			Month to Date % Variance			
	Admin	Rec	BC	Admin	Rec	BC	Admin	Rec	BC	Admin	Rec	BC	Total
<b>Revenues</b>													
Homeowner assessments and fees	280,656	1,404,214	1,684,870	297,333	1,402,500	1,699,933	(16,677)	1,714	-	(14,963)	0%	0%	-1%
Community Improvement Services	11,710	-	11,710	10,500	-	10,500	1,210	-	-	1,210	0%	0%	12%
Recreation programs	-	630,465	339,047	-	613,487	891,487	-	16,978	61,047	78,025	0%	3%	9%
Facility operations	-	1,354	99,049	-	61,969	75,923	-	35,275	(12,600)	23,126	0%	58%	30%
Community Events	96,922	13,621	96,922	47,833	-	47,833	49,089	-	-	49,089	103%	0%	103%
Management Fee	20,613	27,988	34,234	28,000	13,750	41,750	(7,387)	(129)	-	(7,516)	-26%	-1%	-18%
Interest and other revenue	706	-	28,694	3,413	6,167	18,087	(2,706)	21,821	(8,508)	10,607	-79%	354%	59%
<b>Total revenues</b>	<b>410,607</b>	<b>2,173,982</b>	<b>340,402</b>	<b>387,079</b>	<b>2,097,873</b>	<b>300,462</b>	<b>23,628</b>	<b>76,109</b>	<b>39,940</b>	<b>139,577</b>	<b>6%</b>	<b>4%</b>	<b>5%</b>
<b>Expenses</b>													
Salaries and employee benefits	139,553	1,044,204	1,319,179	158,441	1,231,618	1,149,957	18,888	187,413	(20,465)	185,836	12%	15%	12%
Facility operations	1,602	171,438	185,250	1,417	81,961	12,650	1,186	(89,477)	441	(89,222)	-13%	-109%	-83%
Professional services	36,696	24,252	60,948	43,410	50,550	1,550	6,713	26,298	1,550	34,561	15%	52%	36%
Advertising	658	4,298	4,956	-	6,000	6,000	(658)	1,702	-	1,044	100%	28%	17%
Office expenses	8,849	33,410	42,473	10,876	39,493	1,566	2,027	6,083	1,352	9,461	19%	15%	18%
Insurance	5,250	35,974	44,564	13,506	32,259	3,500	8,256	(3,716)	160	4,700	61%	15%	10%
Interest	-	-	-	-	-	-	(3,004)	(3,010)	-	(6,014)	0%	0%	0%
IT Expenses	27,828	65,136	92,965	24,825	62,126	-	(27,167)	25,793	-	(1,373)	-12%	-5%	-7%
Occupancy	33,000	72,353	105,353	5,833	98,146	103,979	(1,373)	(54,068)	(8,263)	(62,331)	-46%	26%	-1%
Program	-	207,092	33,763	-	153,024	25,500	13,081	-	-	13,081	0%	-35%	-35%
Community events	38,327	-	38,327	51,408	500	5,600	310	(550)	1,045	805	25%	0%	25%
Conferences, meetings and travel	2,040	1,050	4,795	2,350	500	2,750	310	1,225	110	1,335	13%	-110%	38%
Licenses and permits	-	3,067	3,067	-	4,292	110	-	4,402	110	4,402	0%	29%	100%
Dues, subscriptions and memberships	1,090	755	1,844	2,163	333	2,496	1,073	(421)	-	651	50%	-126%	26%
Management Fee	13,621	20,613	34,234	13,750	28,000	41,750	129	7,387	-	7,516	1%	26%	18%
Other operating expenses	-	652	652	583	83	-	583	(669)	-	14	100%	-683%	0%
<b>Total expenses</b>	<b>308,515</b>	<b>1,684,295</b>	<b>186,653</b>	<b>328,561</b>	<b>1,788,386</b>	<b>162,583</b>	<b>20,046</b>	<b>104,030</b>	<b>(24,070)</b>	<b>100,067</b>	<b>6%</b>	<b>6%</b>	<b>-15%</b>
<b>Transfers</b>													
Transfers for capital equipment	-	-	-	7,458	-	7,458	-	-	-	7,458	100%	0%	100%
Transfers to Admin Reserve Fund	18,666	445,018	18,666	18,666	429,464	429,464	-	(15,554)	-	(15,554)	0%	-4%	0%
Transfers to Rec Reserve	-	(189,630)	(189,630)	-	(189,630)	(189,630)	-	-	-	-	0%	0%	-4%
Transfers to Bond Fund	-	(157,500)	(157,500)	-	(157,500)	(157,500)	-	-	-	-	0%	0%	0%
Transfers to Backcountry Reserve	-	835	158,335	-	37,500	835	-	(120,000)	120,000	120,000	0%	0%	-320%
Transfers to Backcountry Fund	-	835	158,335	-	37,500	835	-	(120,000)	120,000	120,000	0%	0%	-313%
<b>Total Transfers</b>	<b>18,666</b>	<b>412,888</b>	<b>(156,665)</b>	<b>26,124</b>	<b>277,334</b>	<b>(36,665)</b>	<b>7,488</b>	<b>(135,554)</b>	<b>120,000</b>	<b>(8,096)</b>	<b>29%</b>	<b>-49%</b>	<b>-3%</b>
<b>Total expense after transfers</b>	<b>327,181</b>	<b>2,097,183</b>	<b>29,988</b>	<b>354,685</b>	<b>2,065,719</b>	<b>125,918</b>	<b>27,504</b>	<b>(31,464)</b>	<b>95,930</b>	<b>91,971</b>	<b>8%</b>	<b>-2%</b>	<b>4%</b>
<b>Net revenue (expense)</b>	<b>83,427</b>	<b>76,799</b>	<b>310,413</b>	<b>32,594</b>	<b>32,153</b>	<b>174,544</b>	<b>51,032</b>	<b>44,646</b>	<b>135,870</b>	<b>231,548</b>	<b>158%</b>	<b>139%</b>	<b>97%</b>

**HRCA**  
**Statement of Revenues and Expenses**  
**For the Year Ending June 30, 2022**

	Year to Date Actuals		Year to Date Budget		Year to Date Variance		Year to Date % Variance		Total
	Admin	BC	Admin	BC	Admin	BC	Admin	BC	
<b>Revenues</b>									
Homeowner assessments and fees	1,647,038	8,415,393	1,710,341	8,415,000	(63,303)	393	-4%	0%	(62,910)
Community Improvement Services	74,055	-	63,000	-	11,055	-	18%	0%	11,055
Recreation programs	-	2,813,032	-	2,453,711	-	359,321	0%	15%	436,709
Facility operations	-	454,187	-	376,800	-	77,387	0%	21%	26,757
Community Events	158,949	36,443	85,500	402,229	71,449	(49,038)	84%	0%	71,449
Advertising	-	-	-	-	-	-	0%	0%	-
Management Fee	161,680	75,828	198,500	82,500	(36,820)	(6,672)	-19%	-8%	(43,492)
Interest and other revenue	49,296	213,032	40,475	44,250	8,821	(66,782)	22%	381%	(68,055)
<b>Total revenues</b>	<b>2,089,018</b>	<b>11,968,552</b>	<b>2,087,816</b>	<b>11,397,690</b>	<b>(6,798)</b>	<b>570,862</b>	<b>0%</b>	<b>5%</b>	<b>608,623</b>
<b>Expenses</b>									
Salaries and employee benefits	976,574	5,913,957	993,141	6,458,256	14,567	544,299	1%	8%	487,490
Facility operations	9,651	686,626	8,500	542,134	(1,161)	(144,491)	-14%	-27%	(122,302)
Professional services	204,784	217,223	259,620	233,844	54,836	18,621	21%	8%	76,107
Advertising	6,378	38,135	10,000	36,000	3,622	(2,135)	36%	-6%	1,487
Office expenses	81,267	260,335	65,264	236,958	(16,014)	(23,377)	-25%	-10%	(35,429)
Insurance	29,312	217,120	54,012	193,552	25,700	(23,566)	48%	-12%	3,092
Interest	-	-	-	-	-	-	0%	0%	-
IT Expenses	146,624	368,203	139,056	372,758	(7,568)	4,554	0%	0%	(3,014)
Occupancy	34,547	559,723	35,002	569,484	455	(238)	-5%	1%	0%
Program	-	567,862	-	457,190	-	(110,692)	0%	-24%	(30,211)
Community events	69,158	5,236	74,050	3,000	4,892	(2,236)	7%	0%	4,892
Conferences, meetings and travel	14,348	19,019	14,100	14,000	(248)	2,485	-2%	-75%	1
Licenses and permits	-	9,531	-	26,284	-	7,275	0%	28%	7,935
Dues, subscriptions and memberships	10,356	161,680	12,975	2,000	2,619	(7,531)	20%	-377%	(4,912)
Management Fee	75,628	237,508	82,500	187,000	6,872	25,320	8%	14%	31,992
Other operating expenses	-	554	3,500	2,500	3,500	1,946	100%	78%	5,446
<b>Total expenses</b>	<b>1,659,937</b>	<b>9,035,225</b>	<b>1,751,709</b>	<b>9,322,970</b>	<b>91,872</b>	<b>287,745</b>	<b>5%</b>	<b>3%</b>	<b>312,098</b>
<b>Transfers</b>									
Transfers for capital equipment	-	-	44,748	-	44,748	-	100%	0%	44,748
Transfers to Admin. Reserve Fund	118,496	118,496	111,986	-	(6,500)	-	-6%	0%	(6,500)
Transfers to Rec. Reserve	-	2,187,062	2,548,889	-	361,827	-	0%	14%	361,827
Transfers to Bond Fund	-	1,356,692	1,350,125	-	(6,567)	-	0%	0%	(6,567)
Transfers to Backcountry Reserve	-	(345,000)	-	(225,000)	-	120,000	0%	0%	120,000
Transfers to Backcountry Fund	-	350,010	5,010	230,010	-	(120,000)	0%	-53%	(120,000)
<b>Total Transfers</b>	<b>118,496</b>	<b>3,888,754</b>	<b>156,744</b>	<b>4,124,014</b>	<b>38,248</b>	<b>235,260</b>	<b>24%</b>	<b>6%</b>	<b>393,508</b>
<b>Total expense after transfers</b>	<b>1,778,333</b>	<b>12,923,979</b>	<b>1,908,453</b>	<b>13,446,983</b>	<b>130,120</b>	<b>523,005</b>	<b>7%</b>	<b>4%</b>	<b>705,606</b>
<b>Net revenue (expense)</b>	<b>310,686</b>	<b>(955,426)</b>	<b>189,364</b>	<b>(2,049,293)</b>	<b>121,322</b>	<b>1,093,867</b>	<b>64%</b>	<b>-53%</b>	<b>1,314,229</b>

**RESOLUTION 22\_07\_09---**  
**OF**  
**HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC. DELEGATES REGARDING**  
**AMENDED AND RESTATED BYLAWS AND COLORADO STATUTE**

---

**SUBJECT:** Limited amendment to the Amended and Restated Bylaws due to statutory changes.

**PURPOSE:** To provide a structure for enforcement of community governing documents in a policy outside of the Amended and Restated Bylaws of Highlands Ranch Community Association as contemplated by C.R.S. § 38-33.3-209.5, and to facilitate agility when amending this enforcement structure to align with statutory changes.

**AUTHORITY:** The Declaration, Bylaws and Articles of Incorporation of the Association and Colorado law.

**EFFECTIVE DATE:** August 16, 2022

**RESOLUTION:** WHEREAS, the Delegates of the Highlands Ranch Community Association, Inc. (“HRCA”), have the sole power to alter, amend or repeal the Bylaws and to adopt new Bylaws; and

WHEREAS, effective August 10, 2022, House Bill 1137 imposed upon HRCA certain duties and obligations with respect to collection of delinquent assessments, enforcement of violations of community governing documents, and conduct of certain meetings of the Board of Directors and committees of the Board; and

WHEREAS, the provisions of House Bill 1137 control over any contrary provisions in the Bylaws; and

WHEREAS, C.R.S. § 38-33.3-209.5 requires that HRCA adopt policies, procedures, and rules and regulations concerning enforcement of covenants and rules, including notice and hearing procedures and the schedule of fines; and

WHEREAS, HRCA has historically adhered to Article XII of the Amended and Restated Bylaws: Community Enforcement Rights and Procedures- Notice and Hearing- Fines and Penalties as well

as a separate fine schedule adopted by the Board to fulfill this statutory obligation; and

WHEREAS, to minimize confusion, facilitate a single location for all enforcement policies, procedures, rules, and regulations concerning enforcement of covenants and rules, including notice and hearing procedures and the schedule of fines, and to ensure agility in the amendment process as statutory obligations evolve, the Board of Directors of HRCA has recommended to the Delegates that the provisions of Article XII of the Amended and Restated Bylaws be removed from the Bylaws and placed into a stand-alone policy that includes the schedule of fines and is adopted by the Board of Directors as contemplated by Section 7.2(j) of the Bylaws.

NOW THEREFORE, BE IT RESOLVED, the Delegates of Highlands Ranch Community Association, Inc. adopt the following amendment to the Amended and Restated Bylaws, notice of which shall be recorded in the real property records of Douglas County, Colorado:

## **AMENDMENT TO BYLAWS**

THIS AMENDMENT TO THE BYLAWS OF HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC. ("Amendment") is made effective as of the 16<sup>th</sup> day of August, 2022, as set forth below and in consideration of the following recitals:

### **RECITALS:**

A. The Delegates of Highlands Ranch Community Association, Inc. ("HRCA") are charged with the sole power and authority to alter, amend, or repeal the Bylaws that govern HRCA, which are currently the Amended and Restated Bylaws recorded on November 29, 2017 at Reception No. 2017020631 in the real property records of Douglas County, Colorado ("Bylaws").

B. The Bylaws provide, in Article XII, Community Enforcement Rights and Procedures- Notice and Hearing- Fines and Penalties. Further, the Board of Directors has also adopted an independent schedule of fines as required by C.R.S. § 38-33.3-209.5, which schedule is outside of the Bylaws.

C. Effective August 10, 2022, House Bill 1137 imposes statutory changes relating to enforcement, fines, and hearings that control over provisions in the Bylaws to the contrary.

D. To ensure statutory compliance, decrease homeowner confusion, and facilitate agile amendment of the policies, procedures, and rules and regulations concerning enforcement of covenants and rules, including notice and hearing procedures and the schedule of fines, the Board of Directors has recommended to the Delegates that Article XII be removed from the Bylaws and that instead its subject matter be regulated by Rules adopted by the Board in accordance with Section 7.2(j) of the Bylaws and Colorado law.

E. Delegates representing a majority of the votes present at the Delegate meeting on August 16, 2022, at which meeting a quorum was present, voted to approve the following amendment.

NOW, THEREFORE, in accordance with the foregoing and the covenants and conditions contained herein, the undersigned Managers hereby declare that the Bylaws shall be amended as follows:

1. Article XII. Article XII is deleted in its entirety and replaced as follows:

### **XII. RESERVED.**

2. Scope. The Bylaws are only amended to the extent expressly set forth herein. A copy or memorandum of this amendment may be recorded by the Board in the real property records of Douglas County, Colorado.

### **CERTIFICATE OF SECRETARY**

I, the undersigned, hereby certify that:



1. I am the duly-elected and acting Secretary of the Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation.
2. The foregoing Amendment to Bylaws was adopted by Delegates representing a majority of the votes present at the meeting on August 16, 2022, at which a quorum of Delegates was present.

Highlands Ranch Community  
Association, Inc.,  
a Colorado nonprofit corporation

By: \_\_\_\_\_  
Its: Secretary

**RESOLUTION 22\_0807\_-10--**  
**OF**  
**HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC. REGARDING**  
**POLICIES, PROCEDURES, AND RULES AND REGULATIONS CONCERNING**  
**ENFORCEMENT OF COVENANTS AND RULES, INCLUDING NOTICE AND HEARING**  
**PROCEDURES AND THE SCHEDULE OF FINES**

---

**SUBJECT:** Incorporation of pre-existing policies and procedures governing enforcement, notice and hearing, and the schedule of fines into Rules adopted by the Board.

**PURPOSE:** To provide a structure for enforcement of community governing documents in a policy outside of the Amended and Restated Bylaws of Highlands Ranch Community Association as contemplated by C.R.S. § 38-33.3-209.5, and to facilitate agility when amending this enforcement structure to align with statutory changes.

**AUTHORITY:** The Declaration, Bylaws and Articles of Incorporation of the Association and Colorado law.

**EFFECTIVE DATE:** August 16, 2022

**RESOLUTION:** WHEREAS, effective August 10, 2022, House Bill 1137 imposed upon HRCA certain duties and obligations with respect to collection of delinquent assessments, enforcement of violations of community governing documents, and conduct of certain meetings of the Board of Directors and committees of the Board; and

WHEREAS, C.R.S. § 38-33.3-209.5 requires that HRCA adopt policies, procedures, and rules and regulations concerning enforcement of covenants and rules, including notice and hearing procedures and the schedule of fines; and

WHEREAS, HRCA has historically adhered to Article XII of the Amended and Restated Bylaws: Community Enforcement Rights and Procedures- Notice and Hearing- Fines and Penalties as well as a separate fine schedule adopted by the Board to fulfill this statutory obligation; and

WHEREAS, the provisions of House Bill 1137 control over any contrary provisions in the Bylaws; and

WHEREAS, the Delegates have voted to repeal Article XII of the Bylaws to facilitate these enforcement processes in Board-adopted rules to minimize confusion, facilitate a single location for all enforcement policies, procedures, rules, and regulations concerning enforcement of covenants

and rules, including notice and hearing procedures and the schedule of fines, and to ensure agility in the amendment process as statutory obligations evolve.

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of Highlands Ranch Community Association, Inc. adopts the following Rules Concerning Enforcement of Covenants and Rules; Notice and Hearing; and Schedule of Fines:

**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 of the Board of Directors on August 16, 2022 and in witness thereof, the undersigned has subscribed his/her name.

**Highlands Ranch Community  
Association, Inc.,**  
a Colorado nonprofit corporation

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

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.

**Rules Concerning Community Enforcement Rights and Procedures-Notice and Hearing-Fines and Penalties**

1. **Association's enforcement rights--complaint procedure--notices.** The following procedures governing the enforcement of the Community Declarations, Bylaws and/or Rules and Regulations are hereby adopted pursuant to § 5.17 of the Community Declaration. The procedures and relief set forth in this article are cumulative and supplemental to other equitable and legal remedies available to the Community Association. A failure or omission by the Community Association, or any committee or official thereof, to enforce a Declaration, Bylaw, Rule or Regulation shall not constitute a waiver of the right or authority to enforce the same thereafter.

**(a) Reporting Violations.** Complaints regarding violations of the Community Declaration, Bylaws and/or Rules and Regulations shall be made in writing and delivered to the Community Association Manager or Director of Community Improvement Services (or such employee of the Community Association as may be designated by the Association Manager or Director of Community Improvement Services). Any person may file a complaint. Reported violations must be based upon the personal observation(s) of the complainant.

**(b) Form of Complaints.** Complaints must be made in writing and set forth the information described in this section. The Community Association may alternatively provide a complaint form to be completed and submitted by the complainant in satisfaction of this requirement. Complaints may be mailed, hand-delivered, e-mailed or faxed. Incomplete complaints may be returned to the complainant for completion or correction and resubmittal. The complaint must include, at a minimum, the following information:

- (i) The identity, street address and contact information for the complainant;
- (ii) The identity, street address and contact information (if known) for the person or persons alleged to have committed the violation;
- (iii) A reasonable description of the violation and its location, an identification of the Community Declaration, Bylaw and/or Rule or Regulation allegedly violated, if known, and the date(s) and/or period of time of the violation;
- (iv) Any other information the complainant believes useful in describing or explaining the facts and circumstances regarding to the violation, including photos and/or audio or video recordings.

**(c) Investigation.** All complaints shall be reviewed for completeness and to determine whether further information or investigation is necessary. The complainant shall be notified and afforded the opportunity to correct any complaint found to be deficient. Once a complaint is deemed complete, the complainant shall be informed within a reasonable period of time of the action, if any, to be taken thereon by the Community Association.

**(d) Warning letter/correction notice.** If upon review of a complaint and such investigation as deemed necessary, and in the absence of an immediate or imminent

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threat to the ~~public safety or health of any person or property~~, a ~~first-time or nonrecurring~~ violation is determined to have been committed or exist, a warning letter/correction notice ~~shall may~~ be provided to the violator and, if different, the Owner of the Privately Owned Site upon which the violation occurred or is occurring. The letter/notice of correction may be provided by hand-delivery, mail, email, fax, commercial delivery service or posting at a conspicuous location on the Privately Owned Site subject to the violation. Delivery of the warning letter/notice shall be deemed complete upon actual receipt, non-returned or non-rejected electronic transmission, posting or, if mailed, by 5:00 p.m. on the second business day after the deposit of the same in the Regular U.S. Mail, postage prepaid, addressed to the location at which the violation has occurred, or is occurring, and/or to the last address for the Owner on file in the records of the Community Association, whichever first occurs. The warning letter/notice shall at a minimum contain the following information:

- (i) The date(s) and reasonable description of the violation along with a citation to the declaration, bylaw, rule or regulation violated;
- (ii) The potential penalty or penalties for the violation -or a recurrence or continuation of the same;
- (iii) A deadline date by which it must be corrected;
- (iv) The name and contact information for the Community Association staff person who may be contacted concerning questions about the violation or violation/complaint procedures;—

~~(v) The procedure and timing for any appeal the violator may wish to pursue to contest the violation.~~

~~The Community Association may send as many warning letters/correction notices as it deems to be appropriate in light of the nature of the violation, both before and after any other notices or correspondence provided for herein.~~

~~(e) Notice of Violation--threats to public safety of persons or property or health. Where a violation subject to an earlier warning letter/correction notice has not been corrected within a time period previously allowed, or a second or repeat violation of the same or similar violation is alleged to have occurred, or a violation poses an imminent threat to the public safety or health of persons or property, the violator shall be issued a Notice of Violation. Health and safety violations are those violations that have the potential to affect a person's mental or physical condition and circumstances likely to cause danger, risk, or injury to people, pets, or property. These violations may include, but are not limited to: noise violations; fire hazards; hoarding; infestations of insects, mice, rats, or other vermin; short-term rental violations (where applicable); parking violations; structural, electrical, or plumbing alterations; harassment; and violations of local, state, or federal law intended to protect public health and safety. The notice shall be provided and deemed delivered utilizing the same methods and standards for the delivery of a warning letter/correction notice and shall, at a minimum, contain the following information:~~

- ~~(i) The date(s) and reasonable description of the violation along with a citation to the declaration, bylaw, rule or regulation violated;~~

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(ii) The date(s) of the warning letter/correction notice previously provided concerning the violation, if any;

(iii) The penalty or penalties for the violation or the recurrence or continuation of the same, and the action necessary to cure the violation;

(iv) The date upon which any fine and/or other penalty may be imposed and/or the date action to abate or correct the violation is to be completed;

(v) That the violator may request a hearing within fifteen days of the date of the Notice of Violation to contest the violation, the fine or penalty, and/or the nature of or deadline for any action necessary to abate or correct the violation;

(vi) That the failure to timely request a hearing in writing cure the violation within fifteen-seventy-two (1572) days-hours from the date of the notice of violation shall be deemed a waiver of any and all hearing rights result in the imposition of a fine or fines in the amount specified by the fine schedule, which fine may be imposed every other day until the violation is cured;

(vii) The name and contact information for the Community Association staff person who may be contacted concerning questions about the violation, hearing, or hearing cure procedures.

(f) Notice of Violation –continuing and recurring violations.

(i) (i) A violation that continues unabated from day to day shall be deemed a "continuing violation" and shall be subject to a single Notice of Violation warning letter/correction notice and/or notice of violation, e.g., a failure to install, maintain or replace landscaping or the installation or alteration of an Improvement absent prior architectural approval; and each day the violation continues shall be subject to a separate penalty. Any continuing violation that is not cured within thirty days after the Notice of Violation shall be subject to the Hearing procedure set forth below and may be subject to fines or other penalties, including the suspension of membership privileges.

(ii) A violation that is repeated or repeatable over a period of time but is not continuous from day-to-day, and which oftentimes forms a series or pattern of violations, shall be deemed a "recurring violation" and shall be subject to a single warning letter/correction notice and/or notice of violation Notice of Violation, e.g., a failure to comply with parking or trash can regulations; and each day of violation shall be subject to a separate penalty. Recurring violations that repeat more than twice in any sixty-day period shall be subject to the Hearing procedure set forth below and may be subject to penalties, including the suspension of membership privileges.

(iii) Contents. Notices of Violation that are not related to health and safety shall contain:

(1) The date(s) and reasonable description of the violation along with a citation to the declaration, bylaw, rule or regulation violated;

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(2) The date(s) of the warning letter/correction notice previously provided concerning the violation, if any;

(3) The penalty or penalties for the violation or the recurrence or continuation of the same, and the action necessary to cure the violation;

(4) The date upon which any fine and/or other penalty may be imposed and/or the date action to abate or correct the violation is to be completed;

(5) That the violator may request a hearing within thirty days of the date of the Notice of Violation to contest the violation, the fine or penalty, and/or the nature of or deadline for any action necessary to abate or correct the violation;

(6) That the failure to request a hearing or cure the violation within thirty (30) days from the date of the notice of violation shall be deemed a waiver of any and all hearing rights, and shall result in the imposition of a fine or fines in the amount specified by the fine schedule;

(7) The name and contact information for the Community Association staff person who may be contacted concerning questions about the violation, hearing, or cure procedures.

**(g) Continuing or recurring violations Notices—Procedural Requirements.**

(i) Transmission and Translation. All notices must be in English and in any language the Owner has indicated a preference for pursuant to C.R.S. § 38-33-3-209.5(1.7)(a)(1). All Notices of Violation shall be sent by certified mail, return receipt requested, and may also be sent by any other means permitted under Colorado law. The timeframe for cure for a health and safety violation shall be calculated based on the date and time of personal delivery, e-mail delivery not rejected, or posting on the property, or the date of mailing if no other method is used. The Owner may send a written request by United States Mail to the Community Association that correspondence be provided to a designated contact in addition to the Owner. The Owner is responsible for all costs incurred by the Association in providing notices and translations as provided herein.

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(ii) Confirmation of Cure. Once the violator cures a violation, the Community Association shall notify the violator that the violator will not be further fined with respect to that specific violation and of any outstanding fine balance that the violator owes to the Association.

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(i) A violation that continues unabated from day to day shall be deemed a "continuing violation" and shall be subject to a single warning letter/correction notice and/or notice of violation, e.g., a failure to install, maintain or replace landscaping or the installation or alteration of an Improvement absent prior architectural approval, and each day the violation continues shall be subject to a separate penalty;

(ii) A violation that is repeated over a period of time but is not continuous from day to day, and which oftentimes forms a series or pattern of violations, shall be deemed a "recurring violation" and shall be subject to a single warning letter/correction notice

~~and/or notice of violation, e.g., a failure to comply with parking or trash can regulations, and each day of violation shall be subject to a separate penalty.~~

## 2 Hearing procedure--notices--penalties.

### (a) Hearing Panel.

(i) The Board of Directors shall appoint not less than four Members in good standing of the Community Association to serve as a panel to hear and determine appeals from Notices of Violation or noncompliance described in Section 1 of this Rule and/or § 10.18 of the Community Declaration. A majority of panel members shall constitute a quorum to conduct business. One of the Members so appointed shall be designated by the Board as the panel chairperson. The chairperson shall preside over the hearing and rule on procedural matters, but may only vote to break a tie vote. Alternatively and in lieu of a hearing panel, the Board may employ the services of a qualified professional to serve as a hearing officer at any hearing. The professional need not be a Member of the Community Association and, if appointed, shall perform the functions of the Chairperson and conduct the hearing as set forth in this section.

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(ii) No Member may serve on a panel that has a direct personal or financial interest in the subject matter or outcome of a hearing. Additionally, Members shall not serve on a hearing panel if they or a family member own or reside on property adjacent to the property subject to the hearing, or who is or could be a witness to the violation at issue. A Member shall not be deemed to have a direct personal or financial interest in the subject matter or outcome of a hearing if he or she will not receive any greater benefit or detriment than will the general membership of the Association.

(iii) Upon request to and approval by the Board of Directors, a hearing panel may obtain the services of legal counsel and/or an expert to provide technical advice in conducting a hearing or rendering a decision. Personnel from the Community Association's Department of Community Improvement Services shall serve as staff to the hearing panel or hearing officer and maintain the records of each hearing.

### (b) Hearing—notice—decision.

(i) Notice of a hearing shall be provided not less than ten (10) days prior thereto by the Department of Community Improvement to the Owner or other person subject to the violation/noncompliance at issue, as well as to other interested persons when known. Notice may be given orally by telephone or in person, and/or in writing by hand-delivery, mail, email, fax, or commercial delivery service. Delivery of notice shall be deemed complete upon actual receipt, non-returned or non-rejected electronic transmission, posting or, if mailed, by 5:00 p.m. on the second business day after the deposit of the same in the Regular U.S. Mail, postage prepaid, addressed to the location at which the violation/noncompliance has occurred or is occurring and/or to the last address for the Owner on file in the records of the Community Association, whichever occurs first.

(ii) Hearings shall be conducted in an informal but fair and impartial manner and may be audio-recorded. The fundamental issues at the hearing shall be whether the subject violation and/or noncompliance occurred and whether the Member and/or



other person charged with the violation and/or noncompliance should be held responsible for it. The burden of persuasion on these issues shall rest with the proponent of the violation or noncompliance. The Department may thereafter present information in rebuttal. The original complainant shall have the right to appear at the hearing. Parties may be represented by legal counsel and hearings shall be open to all Members of Community Association unless the Chairperson determines within his or her reasonable discretion that safety or decorum cannot be maintained, or that the privacy interests of the party requesting the hearing will be unfairly or unnecessarily compromised, impaired or embarrassed.

(iii) The Chairperson shall open the hearing by identifying the participating parties, the nature and location of the violation/noncompliance at issue, and the order of presentation. Opening statements may then be presented or waived by each party. A representative of the Community Association's Department of Improvement Services shall then proceed with a presentation of the circumstances regarding the alleged violation/noncompliance, including a recitation of the dates and method of delivery of any and all warning letters/correction notices and notices of violation/noncompliance, copies of which shall be entered into the record of the hearing. Upon the conclusion of the Department's presentation, the party subject to the violation/noncompliance shall be provided a reasonable opportunity to present such information and argument as they may deem necessary and appropriate.

(iv) Each party may present exhibits and the testimony of witnesses. Testimony need not be given under oath. All witnesses shall be subject examination by both sides, as well as by the panel when deemed necessary or appropriate by the Chairperson. The Chairperson shall ensure that no witness or other person is subjected to harassment, insult or embarrassment, and the Chairperson may suspend or terminate the hearing, or exclude a person from it, in response to a failure of a party or other person after warning to maintain proper decorum. The Chairperson may also set reasonable time limits on the presentation of information or argument by the participating parties, and may grant a continuance of the hearing upon a demonstration of good cause.

(v) Closing statements may be made by the parties at their option after which the panel or hearing officer shall take the matter under advisement for determination or, alternatively, issue its decision. In either event, a written decision setting forth in plain terms the findings and conclusions of the panel or hearing officer shall be provided to the parties not more than fifteen (15) days after the close of the hearing unless exceptional circumstances require a longer period. Deliberations of the hearing panel may be conducted in executive session to the extent allowed by law.

(vi) The failure of an Owner or other person that requested a hearing to appear at the same shall constitute an admission to the violation/noncompliance or other matter at issue and the panel or hearing officer may impose such penalty or other remedy as it may deem reasonable and just upon the information presented to it.

(vii) Failure to strictly adhere to each and every provision to procedure set forth in this Section 2 shall not invalidate any action taken or decision entered thereunder. Substantial compliance shall be all that is required in the absence of fundamental unfairness or undue prejudice.

(c) **Penalties.** The following penalties or sanctions may be imposed upon a finding or admission that a violation/noncompliance has occurred:

(i) Levying and collection of a monetary fine and/or costs in such amount(s) as set forth in the fine and fee schedule established and published from time to time by the Board of Directors and in effect at the time of the violation.

(ii) Exclusion of ~~the~~of the violator and/or Related Users from any or all Community Association Properties during and up to sixty (60) days following any violation; provided that, if the Community Association determines a suspension of a longer length is appropriate in light of the violation, such suspension is permitted after providing opportunity for a hearing.

(iii) Suspension of the voting rights of the violator and/or Related Users as otherwise granted under the Community Declaration or Bylaws during and up to sixty (60) days following any violation.

(iv) Authorization for entry by the Community Association and/or its agents onto the Privately Owned Site upon which a violation/noncompliance has been found to abate or correct the violation.

(v) Levying and collection of a Reimbursement Assessment.

(vi) Entry of an order directing the correction of a violation or noncompliance within a set period of time not to exceed forty-five (45) days from the date of the hearing decision.

(vii) Referral to legal counsel for action, provided that such referral shall not occur until at least seventy-two hours have passed from the transmission of a Notice of Violation related to public safety or health, and further provided that the violator will have been permitted at least sixty days' opportunity to cure any other violation from the date of the Notice of Violation before such referral.

**(d) Schedule of Fines.**

(i) Fines for Health & Safety Violations. If the violator fails to cure a health and safety violation within 72 hours of receiving the Notice of Violation, the Association may fine the violator as frequently as every other day for uncured violations according to the following fine schedule:

<u>Fines for Discrete Violations</u>	<u>Fine Amount</u>
<u>First Violation</u>	<u>\$500.00</u>
<u>Second Violation</u>	<u>\$750.00</u>
<u>Third &amp; Subsequent Violations</u>	<u>\$1,000.00</u>

(ii) Fines for continuing violations. If the violator fails to cure a continuing violation within thirty days of the Notice of Violation, and the Community Association confirms that the violation remains in place after said cure period, the Community Association may levy a fine in the amount of \$500.00 for the continuing violation.

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## HRCA Resolution 22\_07\_11: Amended Collection Policy

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### HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC. COLLECTION POLICY

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Adopted \_\_\_\_\_  
~~2020~~2022 Effective August 10, 2022

The following procedures have been adopted by Highlands Ranch Community Association, Inc (“Association”) pursuant to C R S 38-33 3-209 5, at a regular meeting of the Board of Directors

Purpose: To establish a uniform and systematic procedure for collecting assessments and other charges of the Association, thus ensuring the financial well-being of the Association.

Collection Philosophy: All Members are obligated by the Community Declaration for Highlands Ranch Community Association, Inc (“Declaration”) to pay all dues and assessments in a timely manner. Failure to do so jeopardizes the Association’s ability to pay its bills. Failure of ~~members~~ Members to pay assessments in a timely manner is also unfair to other ~~members~~ Members who do. Accordingly, the Association, acting through the Board of Directors, must take steps to ensure timely payment of assessments

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

1. Due Dates The annual Common Assessments based solely on AFCAs (“Administrative Function Common Assessments”) that do not include RFCAs (“Recreation Function Common Assessments”) shall be due and payable on the first (1st) day of each January Common Assessments including both AFCAs and RFCAs shall be due and payable in equal installments due on the first (1st) day of each January, April, July and October. Special assessments, individual purpose assessments, and reimbursement assessments, if any, may be assessed or made from time to time by the Association in accordance with the Declaration and are due and payable as determined by the Board. All assessments or other charges not paid to the Association when due shall be considered past due and delinquent.
2. Late Fees and Interest/Finance Charges. The Association shall be entitled to impose a late fee of thirty-five dollars (\$35.00) on any quarterly installment of Common Assessments that include both AFCA and RFCA, or any other charge not received within ~~thirty-fourty-five (3045)~~ days of its due date except as provided herein. The Association shall be entitled to impose a late fee of thirteen dollars (\$13.00) on any annual installment that is AFCA only not received within ~~thirty-fourty-five (3045)~~ days of its due date. Any Common Assessment or installment of any assessment which is not received within ~~thirty-fourty-five (3045)~~ days after the date of any notice of default given to the owner and prior to the recording of a lien, shall bear interest/finance charges at the rate of eight (8%) percent per annum from the date any lien is recorded. All such fees and interest shall be due and payable immediately, without notice, in the manner provided for payment of assessments.
3. Acceleration. If any assessment or any installment thereof is not received within thirty (30) days

after its due date, the Association may cause the balance of the assessment or the installments of

the assessments for the then current calendar year to become immediately due and payable at the option of the Board of Directors in accordance with Section 8.35 of the Declaration.

4. Return Check Charges. A twenty-dollar (\$20.00) fee shall be assessed against an owner in the event any check or other instrument attributable to or payable for the benefits of such owner is not honored by the bank or is returned by the bank for any reason whatsoever, including but not limited to, insufficient funds. Notwithstanding this provision, the Association shall be entitled to all additional remedies as may be provided by applicable law. Returned check charges shall be the obligation of the owner of the unit for which payment was tendered to the Association. If two or more of an owner's checks are returned unpaid by the bank within any twelve (12) month period, the Association may require that all of the owner's future payments, for a period of one (1) year, be made by certified check or money order.
5. Attorneys' Fees and Collection Costs on Delinquent Accounts. The Association shall be entitled to recover from an owner its reasonable attorneys' fees and collection costs, including any costs of collection charged by the Association's management company, incurred in the collection of assessments or other charges due, whether or not a lawsuit had been initiated against the owner. The Association shall be entitled to recover its post-judgment and appellate attorneys' fees and costs incurred from the owner.
6. No Offsets. No owner may be exempt from liability for payment of any assessment or other charge for any reason, including but not limited to, the abandonment of the unit against which the assessment or charge is made. All assessments shall be payable in the amounts specified and not offsets or reduction shall be permitted for any reason including, without limitation, any claim that the Association or Board of Directors is not properly exercising its duties and powers under the Declaration.
7. Application of Payments Made to the Association. ~~The Association reserves the right to apply all payments received on account of any owner first to the payment of any and all legal fees and costs (including attorneys' fees), then to costs and expenses of enforcement and collection, late charges, interest, returned check charges, lien fees, and other costs owing or incurred with respect to such owner, and any remaining amounts shall be applied to the assessments or other charges due with respect to such owner. If an owner owes both unpaid assessments and unpaid fines, fees, or other charges and makes a payment to the Association, the Association shall apply the payment first to the assessments owed and any remaining amount to the fines, fees, or other charges owed. The Association has the discretion to return any payment containing a restrictive endorsement or directing application of payments contrary to this provision. For purposes of collecting an outstanding judgement, the Association may, but shall not be required to, first apply payments received following entry of a judgement towards post-judgement attorneys' fees and costs and/or assessments and other charges coming due following the entry of the judgement.~~
8. Offer of Payment-Repayment Plan. ~~In its Notice of Delinquency, described in Paragraph 9 below, and Subject-subject~~ to the following requirements and conditions, prior to turning an account over to a collection agency or attorney for collections, the Association shall offer a repayment plan to any owner and make a good faith effort to coordinate a repayment plan with the owner:

- a. The repayment plan must allow the owner the right to pay off the delinquency in equal monthly installments over a period of ~~at least six (6) up to eighteen (18)~~ months;
  - b. ~~The owner may choose the amount to be paid each month of the repayment plan, so long as each payment is in an amount of at least twenty-five dollars (\$25.00) until the balance of the amount owed is less than twenty-five dollars (\$25.00);~~
  - ~~a-c. An owner who has entered into a repayment plan may elect to pay the remaining balance owed under the repayment plan at any time during the duration of the repayment plan.~~
  - b-d. No repayment plan need be offered if the owner does not occupy the unit and has acquired the unit as a result of:
    - i. a default of a security interest encumbering the unit; or
    - ii. foreclosure of the Association's lien;
  - e-e. The Association is not required to offer a repayment plan or negotiation such a plan with an owner who has previously entered into a payment plan with the Association;
  - d-f. The owner's failure to remit payment of ~~at least three (3) monthly installments of~~ an agreed-upon installment ~~within fifteen (15) days of the due date~~, or to remain current with regular assessments as they come due during the period of the repayment plan, constitutes a failure to comply with the terms of the repayment plan; ~~and -~~
  - e-g. The Association may pursue legal action against the owner if the owner fails to comply with the terms of the repayment plan.
9. ~~First Notice of Delinquency~~. After an installment of an assessment or other charge becomes thirty (30) days delinquent, and before the Association turns the delinquent account over to a collection agency or refers it to the Association's attorneys for legal action, the Association shall cause a Notice of Delinquency to be sent to the owner who is delinquent in payment ("~~First Notice~~"). The ~~First Notice of Delinquency~~ shall specify the following:
- ~~a. the total amount due;~~
  - ~~b. contact information for payments;~~
  - ~~c. of any late fee and/or finance charge that has been assessed to the account;~~
  - ~~d. that the owner's recreation center access has been suspended until the delinquency has been cured; and~~
  - ~~e. that failure to cure the delinquency within fifteen (15) days may result in further actions by the Association.~~
10. ~~Second Notice of Delinquency~~. ~~After the deadline set forth in the First Notice expires, and before the Association turns the delinquent account over to a collection agency or refers it to the Association's attorneys for legal action, the Association shall cause a Second Notice of Delinquency to be sent to the owner who is delinquent in payment ("~~Second Notice~~"). The Second Notice shall specify the following:~~
- a. ~~a description of the steps the Association must take before it may take legal action against the owner, including a description of the Association's cure process for covenant violations as specified in its policy governing enforcement;~~
  - b. ~~a description of what legal actions the Association may take against the owner, including a description of the types of matters the Association or owner may take to small claims court, including injunctive matters for which the Association seeks an order requiring the~~



- owner to comply with the declaration, bylaws, covenants, or other governing documents of the Association;
- c. the total amount due; with an accounting of how the amount was determined;
  - d. whether the total amount due concerns unpaid assessments, unpaid fines, fees, or charges, or both;
  - ~~a-e.~~ whether the delinquency concerns unpaid assessments that may lead to foreclosure;
  - ~~b-f.~~ whether an opportunity to enter into a repayment plan exists and the instructions for contacting the Association or its manager to enter into such a repayment plan;
  - ~~e-g.~~ the name and contact information for the person the owner may contact to request a copy of the owner's ledger in order to verify the amount owed;
  - ~~d-h.~~ that action is required to cure the delinquency and the specific action required to cure the delinquency;
  - ~~e-i.~~ that failure to cure the delinquency within thirty (30) days may result in acceleration of the balance of the ~~Assessment~~ assessment or the installments of the ~~Assessment~~ assessment for the then calendar year, the delinquent account being turned over to a collection agency or the Association's attorney, a lawsuit being filed against the owner, the filing and foreclosure of a lien against the owner's unit, or other remedies available under Colorado law; and
  - ~~f-j.~~ of any right to cure the default after acceleration and of any right to bring a court action to assert the nonexistence of a default or any other defense of the Member.

11. ~~Additional Notices of Delinquency:~~ The Association may, but shall not be required to, send additional notices to the owner, either before or after the ~~First and Second~~ Notices of Delinquency set forth above, for as long as amounts remain past due on the owner's account. However, the Association is only required to send one ~~First and Second~~ Notice of Delinquency ~~as provided for in this Paragraphs 9 and 10 of this policy.~~ The Notice of Delinquency shall be sent by certified mail, return receipt requested, physically posted at the Unit, and sent by U.S. regular mail at the property address unless the owner has given notice, in writing, to the Association of an alternate address. In lieu of sending the Notice of Delinquency by regular U.S. mail, the Association may, but is not required to, send it by electronic mail to an e-mail address that the Association has on file because the owner has provided the address to the Association.

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10. Balance Letter. On a monthly basis and by First-Class Mail and e-mail, if the Association has the owner's e-mail address, the Association shall send each owner who has any outstanding balance owed to the Association an itemized list of all Assessments, fines, fees, and charges that the owner owes to the Association ("Balance Letter"). If the Association has incurred, or will incur, attorneys' fees and costs that have not yet been billed to the Association and added to the owner's account, the Balance Letter shall indicate that the outstanding balance may not include all charges that have been or will be incurred, and does not constitute a payoff.

~~12.11.~~ Notices. Except as otherwise provided herein, Any gov notices shall be mailed to the owner via U.S. regular mail at the unit address unless the owner has given notice, in writing, to the Association of an alternate address. The Association may, but shall not be required to, send notices via certified mail. If an owner had has provided written notification to the Association of a valid email address, the Association may, but shall not be required to, also send notices to the owner via email transmission. The Association shall send the Notice of Delinquency, Balance Letter, and all other notices to the owner in English and in any other language the owner designates in a writing

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

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13.12. Liens If payment in full of any assessment or other charge is not received by the deadline stated in the ~~Second~~ Notice of Delinquency, the Association may cause a notice of lien to be filed against the unit. The lien shall include assessments, fees, charges, late charges, attorneys' fees, fines, interest, and other charges pursuant to C.R.S. § 38-33-316(1).

14.13. Referral of Delinquent Accounts to Attorneys After the deadline stated in the ~~Second~~ Notice of Delinquency has expired, the Association may, but shall not be required to refer the delinquent account over to a collection agency or refer it to the Association's attorney for legal action. An account may only be referred to an attorney or a collection agency if a majority of the Board of Directors votes to refer the matter in a recorded vote at a meeting conducted pursuant to C.R.S. § 38-33-308(4)(e). Upon referral to the attorneys, the attorneys shall take all appropriate action to collect the accounts referred. After an account has been referred to an attorney, the account shall remain with the attorney until the account is settled, has a zero balance, or is written off. All communications and payments must come through the attorneys' office after the account has been referred to the attorney. All payment plans involving accounts referred to an attorney for collection shall be set up and monitored through the attorney. The attorneys shall be entitled to exercise all available remedies to collect the amounts due, including judicial foreclosure and *ex parte* appointment of a receiver of the owner's property.

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

15.14. Foreclosure of Liens Notwithstanding any provision of this policy to the contrary, the Association may only foreclose its lien if:



- a. The balance of the assessments and charges secured by the lien equals or exceeds six (6) months' worth of regular assessments based on the periodic budget adopted by the Association; ~~and~~
- b. The Board of Directors has formally resolved, by a recorded vote, to authorize the filing of a legal action against the specific unit on an individual basis; ~~and~~
- ~~b-c. The lien does not consist only of fines that the Association has assessed against the owner, and/or collection costs or attorneys' fees that the Association has incurred and that are only associated with fines.~~

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

- 15. ~~Suspension of Privileges. In addition to assessing late fees or other charges, and without limiting the Association's remedies under its governing documents, the Board may suspend membership privileges, which may include, but shall not be limited to, suspension of access to Association amenities and suspension of voting privileges, and impose other sanctions in accordance with the governing documents and applicable Colorado law. The Association is not required to follow the procedures set forth in this Policy to suspend membership privileges and instead may follow other procedures specified in the governing documents for such suspension. If the governing documents do not specify procedures for suspension of privileges or state conditions for when procedures are automatically suspended, the Association shall provide reasonable notice and opportunity for a hearing prior to the suspension of privileges. The Board may revoke or suspend the violator's privileges for a period of time equal to the duration of the violation and for up to 60 days thereafter, unless such violation is a continuing violation, in which case such suspension may continue for as long as such violation continues and for up to 60 days thereafter. However, nothing in this section shall require notice and an opportunity for the suspension of voting privileges if the governing documents do not require a hearing.~~

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- 16. ~~Waivers. Nothing in this policy shall require the Association to take a specific action(s) other than as set forth herein and to notify owners of the adoption of this policy. The failure to provide notice to an owner in accordance with the provisions of this policy, with the exception of the offer of a payment plan if applicable, shall not constitute a defense or condition precedent to any action to collect the debt.~~The Association has the option and right to continue to evaluate each delinquency on a case-by-case basis. The Association may grant a waiver of any provision herein upon petition in writing by an owner showing a personal hardship. ~~Any Such such~~ relief granted an owner shall be appropriately documented in the files with the name of the person or persons representing the Association granting the relief and the conditions of the relief. In addition, the Association is hereby authorized to extend the time for the filing of lawsuits and liens, or to otherwise modify the procedures contained herein, as the Association may determine appropriate under the circumstances, except as may be prohibited by Colorado law. ~~Failure of the Association to comply with any provision in this policy shall not be deemed a defense to payment of the assessment fees or other charges, late charges, return check charges, attorney fees and/or costs as described and imposed by this policy.~~

17. Order of Remedies. Subject to the restriction contained in the Foreclosure of Liens Paragraph above, the Association may pursue any actions or remedies, including, but not limited to, actions for personal judgement, foreclosure, or receivership (on an *ex parte* basis or otherwise and for purposes of collecting the lien balance coming due to the ~~association~~ Association both pre-judgement and post-judgement in any judicial proceedings), to collect amounts owed in any order, and in the case of a foreclosure by the holder of another security interest in the owner's property, may immediately proceed to file actions for personal judgement, foreclosure, or receivership (on an *ex parte* basis or otherwise) without the necessity of following the procedures set forth above.
18. Bankruptcies and Foreclosures. Upon receipt of any notice of a bankruptcy filing by and owner, or upon receipt of a notice of a foreclosure by any holder of an encumbrance against any unit withing the Association, the Association shall notify the Association's attorney of the same and turn the account over to the Association's attorney, if appropriate.
19. Severability. If a provision of this policy is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision if this policy.
20. Superseding Previous Policies. This policy shall replace and supersede any previous rules and regulations or policies of the Association addressing the collection of assessments.

Highlands Ranch Community Association, Inc.

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

This Collection Policy was adopted by the Board of Directors on the \_\_\_\_\_ day of

\_\_\_\_\_, ~~2020~~2022, effective the \_\_\_\_\_ 10<sup>th</sup> day of \_\_\_\_\_  
~~2020 August, 2022~~ and is  
attested to by the Secretary of Highlands Ranch Community Association, Inc.

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By: \_\_\_\_\_  
Secretary

Celebrating 20 Years!



HIGHLANDS RANCH  
Cultural Affairs Association



HIGHLANDS RANCH  
Community Scholarship Fund

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Board of Directors

Special Quarterly Meeting for the 501(c)3's

Southridge Recreation Center

4800 McArthur Ranch Road, Highlands Ranch, CO 80130

July 19, 2022

Immediately following the Board of Directors Meeting

Virtual Option

<https://us02web.zoom.us/j/89727270375?pwd=ODQvVk1zaGtRVlplETEJmWnQxSWxwdz09>

Passcode: 835052

Phone call in: 1-669-444-9171

AGENDA

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- I. Call to Order:
- II. Roll Call and Proof of Notice:
- III. Approval of Minutes of Action from April 19, 2022
- IV. Reports
  - Accept the Second Quarter Financial Statements for HRCAA
  - Accept the Second Quarter Financial Statements for HRCSF
  - Accept the Second Quarter Financial Statements for HRBCEF
- V. Additional Business:
- VI. Adjournment:

Respectfully Submitted,

---

Monica Wasden, Secretary

*For additional information contact [brian.sheppelman@hrcaonline.org](mailto:brian.sheppelman@hrcaonline.org)*

Celebrating 20 Years!



HIGHLANDS RANCH  
Cultural Affairs Association



HIGHLANDS RANCH  
Community Scholarship Fund

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Board of Directors Meeting  
April 19, 2022  
MINUTES

- I. Call to Order: 8:38 p.m.
- II. Roll Call and Proof of Notice: A quorum was established. Directors Jim Allen, Brock Norris, Melissa Park, Dan DeBacco and Monica Wasden were present.
- III. Approval of Minutes of Action from January 18, 2022  
**ACTION:** A motion was made by Dan DeBacco and seconded by Melissa Park to approve the January 18, 2022 Minutes. Motion carried with one abstention from Monica Wasden.
- 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
- ACTION:** A motion was made by Dan DeBacco and seconded by Brock Norris to approve the First Quarter Financial Statements. Motion carried.
- ~~Accept the First Quarter Finance Statements for HRBWAF~~
  - Accept Resolution 22\_04\_07: HRBWAF Contemporaneous Meetings
  - Accept Resolution 22\_04\_08: HRBWAF Conflict of Interest Policy
- ACTION:** A motion was made by Melissa Park and seconded by Dan DeBacco to approve Resolutions 22\_04\_07 and 22\_04\_08. Motion carried.
- V. Additional Business: **ACTION:** A motion was made by Melissa Park and seconded by Brock Norris to approve the 2022 Scholarship Recipient List. Motion carried.
- VI. Adjournment: 8:45 p.m.

Respectfully Submitted,

---

Monica Wasden, Secretary

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



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## Highlands Ranch Community Association



## Non-profit 501 (c) 3 Financial Statements

As of June 30, 2022

***Celebrating 20 Years!***



**HIGHLANDS RANCH**  
Cultural Affairs Association

**Financial Statements**

**As of June 30, 2022**





**Highlands Ranch Cultural  
Affairs Association  
Balance Sheet  
As of June 30, 2022**

<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank</b>		
1038 - Wells Fargo HRCAA Checking	48,301	\$ 48,301
1039 - Wells Fargo HRCAA Savings	33,241	33,241
<b>Total Bank</b>	<u>81,542</u>	
<b>Other Current Asset</b>		
1195 - Miscellaneous Receivable	37,428	
1200 - Prepaid Expense	54,369	
1205 - Prepaid Insurance	2,122	
<b>Total Other Current Asset</b>	<u>93,919</u>	
<b>Total Current Assets</b>	<u>175,461</u>	
<b>Fixed Assets</b>		
1398 - Sculptures	65,911	
<b>Total Fixed Assets</b>	<u>65,911</u>	
<b>Total ASSETS</b>	<u>\$ 241,372</u>	
<b>LIABILITIES &amp; EQUITY</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 - Accounts Payable	-	\$ -
<b>Total Accounts Payable</b>	<u>-</u>	
<b>Other Current Liability</b>		
2005 - Accrued Accounts Payable	24,113	
2105 - Unearned Program & Facilities Revenue	-	
2115 - Unearned Sponsorship & Grant Revenue	-	
<b>Total Other Current Liability</b>	<u>24,113</u>	
<b>Total Current Liabilities</b>	<u>24,113</u>	
<b>Equity</b>		
<b>Equity</b>		
<b>Total - Equity</b>	236,123	
Retained Earnings	25,619	
Net Income	(44,483)	
<b>Total Equity</b>	<u>217,258</u>	
<b>Total LIABILITIES &amp; EQUITY</b>	<u>\$ 241,372</u>	

Highlands Ranch Cultural Affairs Association  
Statement of Revenues and Expenses  
For the Month and Year-to-Date Ending June 30, 2022

Financial Row	Program	CURRENT MONTH			YEAR TO DATE			2022 BUDGET		
		Actual	Budget	Favorable / (Unfavorable) %	Actual	Budget	Favorable / (Unfavorable) %	Approved	Remaining	
Ordinary Income/Expense										
Income										
4110 - Grant Revenue	HRCAA Grants	\$ 5,000	\$ -	5,000	\$ 15,000	\$ -	15,000	\$ 105,000	\$ 105,000	100%
4120 - Sponsorship Revenue	General	607	1,250	(643)	2,186	7,500	(5,314)	15,000	42,000	100%
4140 - Donation & Fundraising Revenue	Recycling Events	-	-	-	-	-	-	15,000	7,500	50%
4270 - Postcard, Calendar & Notecard Sales	General	-	-	-	-	-	-	300	300	100%
<b>4410 - HRCAA Events Revenue</b>										
	Barre & Bubbles	-	-	-	-	-	-	-	-	-
	British Invasion	-	-	-	-	-	-	-	-	-
	Chamber Music Series	700	250	450	700	1,500	(800)	3,000	1,500	50%
	Chinese New Year	-	-	-	-	-	-	3,000	3,000	100%
	Classic Car Show	4,534	500	4,034	4,534	500	4,034	4,500	4,000	807%
	Classical Music Series	-	-	-	-	-	-	10,000	10,000	100%
	Classics and Cocktails	-	-	-	-	-	-	-	-	-
	Curtain Call at the Mansion	-	2,000	(2,000)	-	2,000	(2,000)	9,000	7,000	78%
	Duelling Pianos	-	-	-	-	-	-	4,000	4,000	100%
	Encore Chorale	-	-	-	-	-	-	12,500	12,500	100%
	Fishing on the Fly	-	-	-	-	-	-	300	300	100%
	General	-	-	-	-	-	-	8,500	8,500	100%
	Highlands Ranch Days	-	-	-	-	-	-	700	700	100%
	Hooked on Fishing	-	-	-	-	-	-	2,597	2,597	100%
	Jazz at the Mansion	-	-	-	-	-	-	45,000	45,000	100%
	Miscellaneous Pop Up Events	5,097	417	4,680	5,097	2,500	2,597	5,000	2,500	50%
	Oaked & Smoked	-	-	-	-	-	-	-	-	-
	Oktoberfest	-	-	-	-	-	-	-	-	-
	Rose in the Ranch	-	-	-	-	-	-	-	-	-
	Showtime at Southridge : Comedy Show	-	3,500	(3,500)	4,291	3,500	791	3,500	-	-
	Showtime at Southridge : Magic Show	-	-	-	1,680	2,800	(1,120)	2,800	-	-
	Showtime at Southridge : Nutcracker	-	-	-	-	-	-	5,700	5,700	100%
	Sip & Savor	-	-	-	-	-	-	-	-	-
	Summer Concert Series	-	-	-	-	-	-	750	750	100%
	Summer Sunset Concert	-	500	(500)	-	500	(500)	1,500	1,000	67%
	SR Speakeasy	-	-	-	-	-	-	-	-	-
	Winter Cultural Series	-	-	-	-	-	-	-	-	-
	General	10,331	7,167	3,164	27,828	24,000	3,828	285,050	102,750	36%
<b>Total - 4410 - HRCAA Events Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>24,000</b>	<b>3,828</b>	<b>5</b>	<b>5</b>	<b>100%</b>
4555 - Investment Interest/Dividnd Rev		15,938	8,417	7,521	45,016	31,500	13,516	289,055	257,555	89%
<b>Total - Income</b>										
Expense										
5150 - HRCAA Events Exp										
	Chinese New Year	\$ -	\$ -	\$ -	\$ 58	\$ 1,700	\$ 1,642	\$ 1,700	\$ -	97%
	Chamber Music Series	1,500	542	(858)	1,582	3,250	1,718	6,500	3,250	53%
	Classic Car Show	2,059	1,200	(859)	2,633	2,400	(233)	4,000	1,600	-10%
	Classical Music Series	284	-	(284)	284	1,200	917	8,000	6,800	85%
	Classics and Cocktails	-	-	-	-	-	-	-	-	-
	Culture on the Green	2,100	2,000	(100)	5,993	5,000	(993)	6,500	1,500	-20%
	Curtain Call at the Mansion	-	-	-	4,731	-	(4,731)	9,000	9,000	100%
	Duelling Pianos	-	-	-	7,085	-	(7,085)	4,000	4,000	100%
	Encore Chorale	-	-	-	-	-	-	10,000	10,000	100%
	Father Daughter Sweetheart Ball	-	-	-	-	-	-	-	-	-
	Fishing on the Fly	-	-	-	-	-	-	200	200	100%
	General	-	208	208	8,742	4,500	(4,242)	2,500	1,250	50%
	HRCAA Grants	-	750	750	380	-	(380)	9,000	4,500	50%
	Highlands Ranch Days	380	-	(380)	-	-	-	20,000	20,000	100%
	Hometown Holiday Celebration	-	-	-	-	-	-	3,500	3,500	100%
	Hooked on Fishing	-	-	-	170	500	330	500	-	-
	Jazz at the Mansion	-	-	-	-	-	-	-	-	-
	July 4th Celebration	1,600	-	(1,600)	1,600	-	(1,600)	-	-	-
	Misc. Concerts/Events	(5,532)	-	5,532	1,692	-	(1,692)	-	-	-
	Miscellaneous Pop Up Events	(828)	333	1,161	2,000	2,000	-	4,000	2,000	50%
	Miscellaneous Tastings	-	-	-	7,155	4,000	(3,155)	8,000	4,000	50%
	Music Licensing	7,155	667	(6,488)	-	-	-	-	-	-
	Nutcracker	-	-	-	-	-	-	-	-	-
	Oaked & Smoked	-	-	-	-	-	-	-	-	-

Highlands Ranch Cultural Affairs Association  
Statement of Revenues and Expenses  
For the Month and Year-to-Date Ending June 30, 2022

Financial Row	Program	CURRENT MONTH			YEAR TO DATE			2022 BUDGET	
		Actual	Budget	Favorable / (Unfavorable) %	Actual	Budget	Favorable / (Unfavorable) %	Approved	Remaining
	Oktoberfest	1,123	-	(1,123)	1,123	-	(1,123)	43,000	43,000
	Princess Teas	-	-	-	262	-	(262)	1,000	1,000
	Recycling Events	-	-	-	-	-	-	-	-
	Rose in the Ranch	-	-	-	-	-	-	-	-
	Senior Clubs	-	-	-	-	-	-	500	500
	Showtime at Southridge : Comedy Night	1,674	1,600	(74) -5%	4,003	1,600	(2,403) -150%	1,600	-
	Showtime at Southridge : Magic Show	-	-	-	750	600	(150) -25%	600	-
	Showtime at Southridge : Nutcracker	-	-	-	-	-	-	3,000	3,000
	Sip & Savor	-	-	-	-	-	-	-	-
	SR Speakeasy	-	-	-	-	-	-	-	-
	Summer Concert Series	(103)	15,000	15,103 101%	14,020	15,000	15,000 100%	35,000	20,000
	Summer Sunset Concert	14,020	-	(14,020)	-	-	(14,020)	3,500	3,500
	Taste of Highlands Ranch	-	-	-	5,754	9,000	3,246 36%	9,000	-
	Winter Cultural Series	-	-	-	-	-	-	-	-
		<b>25,433</b>	<b>22,300</b>	<b>(3,133) -14%</b>	<b>67,958</b>	<b>52,000</b>	<b>(15,958) -31%</b>	<b>194,600</b>	<b>142,600</b>
	5200 Volunteer and Community Expenses	-	83	83 100%	20	500	500 100%	1,000	500
	5290 - Postcard, Calendar & Note Card Purch	-	-	-	6,384	21,333	14,950 70%	2,000	2,000
	5535 - Miscellaneous Expense	-	4,444	4,444 100%	48	1,260	1,212 96%	40,000	18,667
	5555 - Reimburse HRCA expenses	-	210	210 100%	2,510	1,250	(1,260) -101%	2,500	1,240
	5615 - Advertising Expense	-	125	125 100%	750	750	750 100%	1,500	1,250
	5710 - Audit and Accounting Services	31	67	36 54%	58	400	342 85%	800	400
	5725 - Computer Equipment / Software / Assi	-	83	83 100%	49	500	451 90%	1,000	500
	5730 - Bank, Credit Card and ACH Expense	-	42	42 100%	14	250	250 100%	500	250
	5745 - Community & Business Relations Exp	-	83	83 100%	14	75	61 81%	150	75
	5770 - Office Supply Expense	-	13	13 100%	10,707	9,000	(1,707) -19%	18,000	9,000
	5775 - Postage Expense	1,661	1,500	(161) -12%	1,750	1,950	200 10%	4,000	2,050
	5800 - Liability Insurance Expense	-	325	325 100%	-	-	-	20,000	10,000
	5900 - Office Lease Expense	-	1,667	1,667 100%	89,489	99,268	9,769 10%	289,050	189,782
	6020 - Grants and Donations	27,144	31,067	3,923 13%	(44,463)	(67,768)	23,285	5	67,773
	HRCAA Grants	(11,206)	(22,650)	11,444	\$ (44,463)	\$ (67,768)	\$ 23,285	\$ 5	\$ 67,773
	<b>Total - Expense</b>	<b>(11,206)</b>	<b>(22,650)</b>	<b>11,444</b>	<b>\$ (44,463)</b>	<b>\$ (67,768)</b>	<b>\$ 23,285</b>	<b>5</b>	<b>67,773</b>
	<b>Net Ordinary Income</b>	<b>(11,206)</b>	<b>(22,650)</b>	<b>11,444</b>	<b>\$ (44,463)</b>	<b>\$ (67,768)</b>	<b>\$ 23,285</b>	<b>5</b>	<b>67,773</b>
	<b>Net Income</b>	<b>(11,206)</b>	<b>(22,650)</b>	<b>11,444</b>	<b>\$ (44,463)</b>	<b>\$ (67,768)</b>	<b>\$ 23,285</b>	<b>5</b>	<b>67,773</b>

**HRCAA Events**  
**June 30, 2022**  
**Year to Date**

	Revenue	Expense	Profit/(Loss)
Chamber Music Series	700	1,532	(832)
Chinese New Year		58	(58)
Classic Car Show	4,534	2,633	1,901
Classical Music Series		284	(284)
Culture on the Green		5,983	(5,983)
Dueling Pianos	5,588	4,731	857
Encore Chorale		7,085	(7,085)
Highlands Ranch Days		380	(380)
Hooked on Fishing	484	170	314
HRCAA Grants		8,742	(8,742)
Jazz at the Mansion			-
July 4th Celebration		1,600	(1,600)
Misc. Concerts/Events		1,692	(1,692)
Miscellaneous Pop Up Events	5,097		5,097
Music Licensing		7,155	(7,155)
Oktoberfest		1,123	(1,123)
Princess Teas		262	(262)
Showtime at Southridge : Comedy Show	4,291	4,003	288
Showtime at Southridge : Magic Show	1,680	750	930
Summer Sunset Concert		14,020	(14,020)
Winter Cultural Series	5,454	5,754	(300)
<b>Total Programs</b>	<b>27,828</b>	<b>67,958</b>	<b>(40,130)</b>
Grants, Donations, Sponsorships, Fund raising	17,188	-	17,188
Other Expenses	-	21,541	(21,541)
<b>Total HRCAA</b>	<b>45,016</b>	<b>89,499</b>	<b>(44,483)</b>

**HRCOA Events Budget by month - 2022**

	FY22 Jan	FY22 Feb	FY22 Mar	FY22 Apr	FY22 May	FY22 Jun	FY22 Jul	FY22 Aug	FY22 Sep	FY22 Oct	FY22 Nov	FY22 Dec	FY22 Total
<b>4410 - HRCOA Events Revenue:</b>													
Chamber Music Series	250	2,250	2,250	250	250	250	250	250	250	250	250	250	3,000
Chinese New Year	3,000												3,000
Classic Car Show					500	4,000							4,500
Classical Music Series					2,000	2,000		2,000		2,000	3,000	5,000	10,000
Curtain Call at the Mansion											4,000		9,000
Dueling Pianos									12,500				12,500
Encore Chorale								300					300
Fishing on the Fly								8,500					8,500
Highlands Ranch Days					700								700
Hooked on Fishing					417	417	417	417	417	417	417	417	5,000
Miscellaneous Pop Up Events	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Oktoberfest								45,000					45,000
Showtime at Southridge : Comedy Night													
Showtime at Southridge : Magic Show	2,800				3,500								3,500
Showtime at Southridge : Nutcracker												5,700	5,700
Summer Concert Series								750					750
Summer Sunset Concert								500					1,500
Winter Cultural Series													7,000
<b>Total Events Revenue</b>	<b>8,967</b>	<b>2,917</b>	<b>2,917</b>	<b>667</b>	<b>1,367</b>	<b>7,167</b>	<b>5,167</b>	<b>3,917</b>	<b>66,967</b>	<b>2,667</b>	<b>12,667</b>	<b>11,367</b>	<b>126,750</b>
<b>5150 - HRCOA Events Expense</b>													
Chamber Music Series	542	542	542	542	542	542	542	542	542	542	542	542	6,500
Chinese New Year	1,700												1,700
Classic Car Show					700	1,200	1,600						4,000
Classical Music Series			1,200							2,150	2,150	2,500	8,000
Culture on the Green				500	2,500	2,000	1,500	4,500			4,500		6,500
Curtain Call at the Mansion											4,000		4,000
Dueling Pianos									10,000				10,000
Encore Chorale													
Fishing on the Fly									200				200
General	208	208	208	208	208	208	208	208	208	208	208	208	2,500
Highlands Ranch Days													
Hometown Holiday Celebration									19,500	500			20,000
Hooked on Fishing												3,500	3,500
HRCOA Grants	750	750	750	750	750	750	750	750	750	750	750	750	9,000
July 4th Celebration													
Miscellaneous Pop Up Events	333	333	333	333	333	333	333	333	333	333	333	333	4,000
Music Licensing	667	667	667	667	667	667	667	667	667	667	667	667	8,000
Oktoberfest									43,000				43,000
Princess Teas													
Senior Clubs													
Showtime at Southridge : Comedy Night					1,600								1,600
Showtime at Southridge : Magic Show	600												600
Showtime at Southridge : Nutcracker													
Showtime at Southridge : Nutcracker													
Summer Concert Series								5,000					3,000
Summer Sunset Concert								3,500					3,500
Winter Cultural Series													9,000
<b>Total Events Expense</b>	<b>7,800</b>	<b>5,500</b>	<b>6,700</b>	<b>3,500</b>	<b>6,200</b>	<b>22,300</b>	<b>20,600</b>	<b>15,500</b>	<b>75,200</b>	<b>5,150</b>	<b>13,150</b>	<b>13,000</b>	<b>198,600</b>
<b>Net Income from Events</b>	<b>1,167</b>	<b>(2,583)</b>	<b>(3,783)</b>	<b>(2,833)</b>	<b>(4,833)</b>	<b>(15,133)</b>	<b>(15,433)</b>	<b>(11,583)</b>	<b>(8,233)</b>	<b>(2,483)</b>	<b>(483)</b>	<b>(1,633)</b>	<b>(67,850)</b>



# HIGHLANDS RANCH

Community Scholarship Fund

## Financial Statements

As of June 30, 2022



Highlands Ranch Community  
Scholarship Fund  
Balance Sheet  
As of June 30, 2022

Financial Row	COMMUNITY SCHOLARSHIP	THERAPEUTIC RECREATION	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
Bank			
1040 - Wells Fargo HRCSF Checking	\$ 85,860	\$ -	\$ 85,860
1041 - Wells Fargo HRCSF Savings	20,746	-	20,746
1043 - Wells Fargo HRCSF TR Checking	20	6,667	6,687
1046 - Wells Fargo HRCSF TR Savings	-	20,010	20,010
<b>Total Bank</b>	<b>106,626</b>	<b>26,677</b>	<b>133,303</b>
<b>Accounts Receivable</b>			
1195 - Miscellaneous Receivable	2,050	13,330	15,380
1205 - AR - Prepaid Insurance	109	-	109
<b>Total Accounts Receivable</b>	<b>2,159</b>	<b>13,330</b>	<b>15,489</b>
<b>Total Current Assets</b>	<b>108,785</b>	<b>40,007</b>	<b>148,792</b>
<b>Total ASSETS</b>	<b>\$ 108,785</b>	<b>\$ 40,007</b>	<b>\$ 148,792</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 - Accounts Payable	\$ 37,500	\$ -	\$ 37,500
<b>Total Accounts Payable</b>	<b>37,500</b>	<b>-</b>	<b>37,500</b>
2005 - Accrued Accounts Payable	864	-	864
2110 - Unearned Other Revenue	(4,000)	-	(4,000)
<b>Total Current Liabilities</b>	<b>34,364</b>	<b>-</b>	<b>34,364</b>
<b>Equity</b>			
Retained Earnings	114,107	32,771	146,878
Net Income	(39,685)	7,236	(32,449)
<b>Total Equity</b>	<b>74,422</b>	<b>40,007</b>	<b>114,429</b>
<b>Total LIABILITIES &amp; EQUITY</b>	<b>\$ 108,785</b>	<b>\$ 40,007</b>	<b>\$ 148,792</b>



Highlands Ranch Community Scholarship Fund  
Statement of Revenues and Expenses  
For the Month and Year-to-Date Ending June 30, 2022

Financial Row	CURRENT MONTH				YEAR TO DATE				2022 BUDGET	
	Actual	Budget	Favorable / (Unfavorable)	%	Actual	Budget	Favorable / (Unfavorable)	%	APPROVED	REMAINING
<b>Ordinary Income/Expense</b>										
Income										
4120 - Sponsorship Revenue	-	-	-	-	-	-	-	-	2,000	2,000
4140 - Donation & Fundraising Revenue	146	50,000	(49,854)	-100%	146	50,000	(49,854)	-100%	50,000	-
<b>Total - 4140 - Donation &amp; Fundraising Revenue</b>	<b>146</b>	<b>50,000</b>	<b>(49,854)</b>	<b>-100%</b>	<b>146</b>	<b>50,000</b>	<b>(49,854)</b>	<b>-100%</b>	<b>50,000</b>	<b>-</b>
4555 - Investment Interest/Dividnd Rev	-	-	-	-	1	-	1	-	-	-
4555 - Investment Interest/Dividnd Rev	-	-	-	-	-	-	-	-	-	-
<b>Total - Income</b>	<b>146</b>	<b>50,000</b>	<b>(49,854)</b>	<b>-100%</b>	<b>147</b>	<b>50,000</b>	<b>(49,853)</b>	<b>-100%</b>	<b>52,000</b>	<b>2,000</b>
<b>Expense</b>										
5155 - HRCSF Events Expense	-	42	42	100%	-	250	250	100%	500	250
5165 - Scholarship Award Expense	37,500	25,000	(12,500)	-50%	37,500	25,000	(12,500)	-50%	50,000	25,000
5200 - Volunteer and Committee Expense	-	-	-	-	-	100	100	100%	200	100
5555 - Reimburse HRCA expenses	172	125	(47)	-38%	804	750	(54)	-7%	1,500	750
5615 - Advertising Expense	-	25	25	100%	-	150	150	100%	300	150
5730 - Bank, Credit Card and ACH Expense	-	-	-	-	-	-	-	-	700	350
5710 - Audit and Accounting Services	-	58	58	100%	1,200	350	(850)	-243%	50	25
5770 - Office Supply Expense	-	4	4	100%	-	25	25	100%	500	250
5800 - Liability Insurance Expense	55	42	(13)	-30%	328	250	(78)	-31%	53,750	26,875
<b>Total - Expense</b>	<b>37,727</b>	<b>25,296</b>	<b>(12,431)</b>	<b>-49%</b>	<b>39,832</b>	<b>26,875</b>	<b>(12,957)</b>	<b>-48%</b>	<b>53,750</b>	<b>26,875</b>
<b>Net Ordinary Income</b>	<b>(37,581)</b>	<b>24,704</b>	<b>(62,285)</b>		<b>(39,685)</b>	<b>23,125</b>	<b>(62,810)</b>		<b>(1,750)</b>	<b>(24,875)</b>
<b>Net Income</b>	<b>\$(37,581)</b>	<b>\$ 24,704</b>	<b>\$(62,285)</b>		<b>\$(39,685)</b>	<b>\$ 23,125</b>	<b>\$(62,809)</b>		<b>\$ (1,750)</b>	<b>\$ (24,875)</b>

Highlands Ranch Community Scholarship Fund  
Statement of Revenues and Expenses  
For the Month and Year-to-Date Ending June 30, 2022

Financial Row	CURRENT MONTH				YEAR TO DATE				2022 BUDGET	
	Actual	Budget	Favorable / (Unfavorable)	%	Actual	Budget	Favorable / (Unfavorable)	%	APPROVED	REMAINING
Ordinary Income/Expense										
4140 - Donation & Fundraising Revenue	\$ -	\$ -	\$ -	-	\$ 16,650	\$ -	\$ 16,650	100%	\$ -	\$ -
Total - 4140- Donation & Fundraising Revenue	-	-	-	-	16,650	-	16,650	100%	-	-
4120- Sponsorship Revenue	-	833	(833)	0%	-	5,000	(5,000)	-100%	10,000	5,000
Total - 4120- Sponsorship Revenue	-	833	(833)	0%	-	5,000	(5,000)	-100%	10,000	5,000
4555 - Investment Interest/Dividend Rev	0	-	0	-	1	-	1	-	-	-
Total - Income	0	833	(833)	100%	16,651	5,000	11,651	233%	10,000	5,000
Expense										
5130 - Therapeutic Rec Grant Expenses	-	333	333	0%	-	2,000	2,000	0%	4,000	2,000
5155 - HRCSF Events Expense	-	-	-	0%	9,415	-	(9,415)	0%	-	-
5162 - TR HRCSF Event Expense	-	458	458	0%	-	2,750	2,750	0%	5,500	2,750
6020 - TR Grants and Donations	-	-	-	-	-	-	-	-	-	-
5305 - Therapeutic Recreation Scholarship Expense	-	-	-	-	-	-	-	-	-	-
Total - Expense	-	791	791	0%	9,415	4,750	(4,665)	0%	9,500	4,750
Net Ordinary Income	0	42	(42)	-	7,236	250	6,986	-	500	250
Net Income	\$ 0	\$ 42	\$ (42)		\$ 7,236	\$ 250	\$ 6,986		\$ 500	\$ 250



## Financial Statements

As of June 30, 2022

**Highlands Ranch Backcountry Conservation & Education Fund**  
**Variance Analysis - Actual vs. Budget (AvB)**

	2022 MTD Actual vs. 2022 MTD Budget *			2022 YTD Actual vs. 2022 YTD Budget *		
	June 30, 2022	Budget	Actual vs. Budget (AvB)	June 30, 2022	Budget	Actual vs. Budget (AvB)
	Actual		%	Actual		%
<b>Revenues</b>						
Donations & fundraising	3,955	3,955	0%	79,814	69,000	10,814
HRBCEF Events	1,925	1,925	0%	3,810	6,000	(2,190)
<b>Total revenues</b>	<b>5,880</b>	<b>10,000</b>	<b>(4,120)</b>	<b>83,624</b>	<b>75,000</b>	<b>8,624</b>
			(41%)			11%
<b>Expenses</b>						
HRBCEF Events	2,371	8,000	5,629	10,012	24,500	14,488
Reimburse HRCA	-	7,800	7,800	28,914	39,600	10,686
Advertising	-	250	250	1,570	500	(1,070)
Audit & accounting	135	125	(10)	600	750	150
Bank, credit card	-	33	33	-	202	202
Office Supply	-	4,283	4,283	618	8,702	8,084
Postage	-	8	8	4	52	48
Insurance	342	258	(84)	2,050	1,552	(498)
<b>Total Expenses</b>	<b>2,848</b>	<b>20,757</b>	<b>17,909</b>	<b>43,768</b>	<b>75,858</b>	<b>32,090</b>
<b>Net Revenue (Expense)</b>	<b>\$ 3,032</b>	<b>\$ (10,757)</b>	<b>\$ 13,789</b>	<b>\$ 39,856</b>	<b>\$ (858)</b>	<b>\$ 40,714</b>
			(128%)			(4,745%)

Variance materiality = \$5k and 5% (items primarily attributable to timing excluded from materiality analysis)

**Variance Discussion - Month-to-Date Actual vs. Month-to-Date Budget**

- A - Actuals include a credit for inventory adjustment.
- B - June reimbursement will be booked in July.

**Variance Discussion - Year-to-Date Actual vs. Year-to-Date Budget**

- A - Favorable variance due to timing of donations
- B - Lower expenses in line with lower events revenue; plus actuals include a credit for inventory adjustment
- C - June reimbursement will be booked in July.
- D - Line item includes Grants and Donations; no expenses incurred YTD.

**Highlands Ranch Backcountry Conservation  
& Education Fund  
Balance Sheet  
As of June 30, 2022**

<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank</b>		
1042 - Wells Fargo Checking HRBCEF	\$	245,744
1047 - Wells Fargo Savings HRBCEF		10,889
<b>Total Bank</b>		<b>256,633</b>
<b>Other Current Asset</b>		
1195 - Miscellaneous Receivable		19,031
1200 - Prepaid Expense		-
1205 - Prepaid Insurance		447
1210 - Inventory		14,168
<b>Total Other Current Asset</b>		<b>33,645</b>
<b>Total Current Assets</b>		<b>290,279</b>
<b>Total ASSETS</b>		<b>290,279</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Current Liabilities</b>		
<b>Other Current Liability</b>		
2000 - Accounts Payable		-
2005 - Accrued Accounts Payable		5,785
2009 - Colorado Payback		46
2110 - Unearned Other Revenue		-
<b>Total Other Current Liability</b>		<b>5,831</b>
<b>Total Current Liabilities</b>		<b>5,831</b>
<b>Equity</b>		
Retained Earnings		244,591
Net Income		39,857
<b>Total Equity</b>		<b>284,448</b>
<b>Total LIABILITIES &amp; EQUITY</b>	<b>\$</b>	<b>290,279</b>

Highlands Ranch Backcountry Conservation & Education Fund  
Statement of Revenues and Expenses  
For the Month and Year-to-Date Ending June 30, 2022

Financial Row	Program	CURRENT MONTH			YEAR TO DATE			2022 BUDGET			
		Actual	Budget	Favorable / (Unfavorable)	%	Actual	Budget	Favorable / (Unfavorable)	%	APPROVED	REMAINING
Ordinary Income											
Income											
4120 - Sponsorship Revenue	General		5,000	(5,000)	-100%	4,151	69,000	(64,849)	-94%	100,000	0%
4140 - Donation & Fundraising Revenue	General	3,955	-	3,955		75,663		75,663			
4420 - HRBCEF Events Revenue	General	1,925	5,000	(3,075)	-62%	3,810	6,000	(2,190)	-37%	44,000	86%
<b>Total - Revenue</b>		<b>5,880</b>	<b>10,000</b>	<b>(4,120)</b>	<b>-41%</b>	<b>83,624</b>	<b>75,000</b>	<b>8,624</b>	<b>11%</b>	<b>144,000</b>	<b>38,000</b>
<b>Total - Interest</b>		<b>5,880</b>	<b>10,000</b>	<b>(4,120)</b>	<b>-41%</b>	<b>83,624</b>	<b>75,000</b>	<b>8,624</b>	<b>11%</b>	<b>144,000</b>	<b>38,000</b>
Expense											
5120 - Program Supplies Exp	General										
5160 - HRBCEF Events Exp	Backcountry Shindig										
5160 - HRBCEF Events Exp	Backcountry BBQ										
5160 - HRBCEF Events Exp	Backcountry Party										
5160 - Gear Swap	Gear Swap										
5160 - HRBCEF Events Exp	Haunted Forest										
5160 - HRBCEF Events Exp	Elk Banquet										
5160 - HRBCEF Events Exp	General	1,270	2,000	730	36%	3,449	6,500	3,051	47%	13,500	52%
5212 - Donation & Membership Expenses	General		6,000	6,000	100%	15,170	18,000	2,830	16%	25,000	28%
5275 - Pro Shop Supply Expense	General	1,101		(1,101)		(6,607)		8,607			
5555 - Reimburse HRCA expenses	General		7,800	7,800	100%	28,914	39,600	10,686	27%	81,000	41,400
5615 - Advertising Expense	General		250	250	100%	1,570	500	(1,070)	-214%	500	0%
5710 - Audit and Accounting Services	General	135	125	(10)	-8%	600	750	150	20%	1,500	750
5730 - Bank, Credit Card and ACH Expense	General		33	33	100%		202	202	100%	400	198
5745 - Community & Business Relations Expe	General										
5770 - Office Supply Expense	General		33	33	100%		202	202	100%	400	198
5775 - Postage Expense	General		8	8	100%	4	52	48	92%	100	48
5800 - Liability Insurance	General	342	258	(84)	-32%	2,050	1,552	(498)	-32%	3,100	1,548
6020 - Grants and Donations	General		4,250	4,250	100%	618	8,500	7,882	93%	17,000	8,500
<b>Total - Expense</b>		<b>2,848</b>	<b>20,757</b>	<b>17,909</b>	<b>86%</b>	<b>43,768</b>	<b>75,858</b>	<b>32,090</b>	<b>42%</b>	<b>142,500</b>	<b>66,542</b>
<b>Net Ordinary Income</b>		<b>3,033</b>	<b>(10,757)</b>	<b>13,790</b>	<b>-128%</b>	<b>39,857</b>	<b>(658)</b>	<b>40,714</b>	<b>-4745%</b>	<b>1,500</b>	<b>(28,642)</b>
<b>Net Income</b>		<b>3,033</b>	<b>(10,757)</b>	<b>13,790</b>	<b>-128%</b>	<b>39,857</b>	<b>(658)</b>	<b>40,714</b>	<b>-4745%</b>	<b>1,500</b>	<b>(28,642)</b>

**BC Conservation & Education Fund Events  
June 30, 2022**

	Revenue	Expense	Profit/(Loss)
BBQ Banquet	-	-	-
Elk Banquet	-	-	-
Haunted Forest	-	-	-
Gear Swap	-	-	-
General	3,810	3,449	361
<b>Total Programs</b>	<b>3,810</b>	<b>3,449</b>	<b>361</b>

Grants, Donations, Sponsorships, Interest	79,814	6,563	73,252
Other Expenses	-	33,756	(33,756)
<b>Total HRBCEF</b>	<b>83,624</b>	<b>43,768</b>	<b>39,857</b>