



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Highlands Ranch Community Association, Inc.
Meeting of the Delegates Agenda
August 16, 2022
6:00 p.m.

<https://us02web.zoom.us/j/87654880015?pwd=OWxXL3ZLdkN2TU5INTBSMzJNbjJGQT09>

Meeting ID: 876 5488 0015 **Passcode: 254579**

[+16699006833,,87654880015#,,,,*254579# US](https://us02web.zoom.us/j/87654880015?pwd=OWxXL3ZLdkN2TU5INTBSMzJNbjJGQT09)

Business Meeting

Approximate Time

- | | |
|---|-----------|
| 1. Guest Speaker - Representative Kevin Van Winkle | 6:00 p.m. |
| 2. Call to Order | 6:20 p.m. |
| 3. Pledge of Allegiance | 6:22 p.m. |
| 4. Proof of Notice of Meeting | 6:24 p.m. |
| 5. Roll Call / Establishment of Quorum | 6:26 p.m. |
| 6. Approval of Minutes from the Meeting of Delegates on July 19, 2022 | 6:30 p.m. |
| 7. Member Forum (Sign up in advance and 3-minute time limit) | 6:32 p.m. |
| 8. Board of Directors Report | 6:42 p.m. |
| • Movie Nights Update | |
| 9. General Manager Report | 6:52 p.m. |
| 10. Community Relations Update - Jamie Noebel | 7:02 p.m. |
| 11. Facilities Operations Update | 7:12p.m. |
| 12. Continued / New Business | 7:22 p.m. |
| 13. Delegate Forum (Sign up in advance and 3-minute time limit) | 7:32 p.m. |
| 14. 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, September 20, 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: theresa.hill@hrcaonline.org. The Board Working Session, Regular Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our Members.

DISTRICT DELEGATE ROLL CALL
 MEETING DATE: July 19, 2022
 RECORD DATE: July 19, 2022

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	X		184	184	-	-	-	-	-
4	ROY KING (Spartan Ridge)	X		153	153	-	-	-	-	-
5	JUDY DYK (Bradford Hills)	X		108	-	-	-	-	-	-
6	JEFF THOMPSON (Sugarmill)			126	-	-	-	-	-	-
7	MICHAEL KELLY			295	-	-	-	-	-	-
8	HEATHER BLAKE (Chalet)			97	-	-	-	-	-	-
9	SUE LEIDOLPH (Remington Bluffs)	X		50	50	-	-	-	-	-
10	JIM MAITNEY			143	-	-	-	-	-	-
11	DEREK LONG			251	-	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills)			113	-	-	-	-	-	-
13	BHARJY PRICE	X		199	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	P		318	-	318	-	-	-	-
20	JEAN REHNKE	X		208	208	-	-	-	-	-
21	VACANT			189	-	-	-	-	-	-
22	BRYAN WALSH			132	-	-	-	-	-	-
23	DOMINICK ESPOSITO			142	-	-	-	-	-	-
24	CONNIE ROSEL			83	-	-	-	-	-	-
25	ANDY JONES	X		438	438	-	-	-	-	-
26	REBECCA ROTHWELL	P		183	-	183	-	-	-	-
27	KEITH GLENN	X		242	242	-	-	-	-	-
28	BRYAN WALSH			48	-	-	-	-	-	-
30	JEN ROULTON (Timberline)			368	-	-	-	-	-	-
40	FRANK IMPINNA	X		368	368	-	-	-	-	-
41	TOMMY BOLAN	X		366	366	-	-	-	-	-
49	KARLA LAURENT			291	-	-	-	-	-	-
50	LINDA MALLETT (Glencroft)	X		345	345	-	-	-	-	-
51	SID BASU	X		253	253	-	-	-	-	-
52	CLINTON CAVE	X		234	234	-	-	-	-	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	VACANT			181	-	-	-	-	-	-
61	JEFF ROHR	X		105	105	-	-	-	-	-
62	NANCY SMITH	X		197	197	-	-	-	-	-
63	TODD LANDGRAVE			51	-	-	-	-	-	-
64	CHRIS BAYER			130	-	-	-	-	-	-
65	DON WOODLAND			96	-	-	-	-	-	-
66	JEFF ROHR	X		224	224	-	-	-	-	-
68	BOMAR ALVARADO			152	-	-	-	-	-	-
69	LOUISE ANSARI			182	-	-	-	-	-	-
70	TERI HJELMSTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)			26	-	-	-	-	-	-
73	WILL JOHNSON			1184	-	-	-	-	-	-
74	BILL BUETTNER	X		940	940	-	-	-	-	-
75	SUSAN O'BRIEN	X		74	74	-	-	-	-	-
76	BRET ROGERS	X		223	223	-	-	-	-	-
77	MELISSA SMESSEART	X		420	420	-	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	GRACE MCMAHON (The Retreat)			101	-	-	-	-	-	-

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "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	X		1,533	1,533	-	-	-	-	-
81	AL BONNEAU			20	-	-	-	-	-	-
82	KURT HUFFMAN	X		778	778	-	-	-	-	-
83	ANDY NATALE	X		180	180	-	-	-	-	-
84	DAVID ALPERT	X		705	705	-	-	-	-	-
85	DEBORAH SPICER			784	-	-	-	-	-	-
86	VACANT			1,298	-	-	-	-	-	-
87	JENNIFER HARRIS (Indigo Hill)	X		481	481	-	-	-	-	-
88	CAROLYN GROOM (Weatherstone)	X		294	294	-	-	-	-	-
89	JUDI RILEY (Villages at H.R.)			323	-	-	-	-	-	-
90	MICHAEL DEWEENEY (Sonsen)			250	250	-	-	-	-	-
91	GINGER NYST (Settlers Village)	X		199	-	-	-	-	-	-
92	MICHELLE RATCLIFF (Canyon Ranch)	X		440	440	-	-	-	-	-
93	VACANT			260	-	-	-	-	-	-
94	AL PELKOWSKI (Westridge Knolls)	X		617	617	-	-	-	-	-
95	TOM HALL (Covestry Ridge)	X		56	56	-	-	-	-	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	WILLIAM SMITH			336	-	-	-	-	-	-
98	DANA SCANTLAND (Sundance @ Indigo Hill)	X		225	225	-	-	-	-	-
99	MICHAEL PETRUCELLI (Carlyle Park)			213	-	-	-	-	-	-
100	VACANT			177	-	-	-	-	-	-
101	BRUCE PLOTTER			111	-	-	-	-	-	-
102	PAULA BACHELLER			203	-	-	-	-	-	-
103	ION BENZ			401	-	-	-	-	-	-
104	VACANT			533	-	-	-	-	-	-
105	JOSEPH ADEN	X		353	353	-	-	-	-	-
106	RITA NORRIS	X		226	226	-	-	-	-	-
107	ALDIS SIDES (HR Golf Club)	X		579	579	-	-	-	-	-
108	GRITHE SIEM	X		208	208	-	-	-	-	-
109	MARILYN MANNING (Backcountry)	P		1,252	-	1,252	-	-	-	-
110	MARK DICKERSON (Stonebury)			87	-	-	-	-	-	-
111	MIKE WOOD AND (Firelight)	X		1,863	1,863	-	-	-	-	-
112	PATIE MCGUNNESS (Highland Walk)	X		298	298	-	-	-	-	-
113	FRANK IMPINNA			517	-	-	-	-	-	-
114	CLAY KARR (The Hearth)			1,652	-	-	-	-	-	-
115	COLIN CAMPBELL (Broomstones)	X		359	359	-	-	-	-	-
116	ROBERT STRAUS (Tressan)	X		557	557	-	-	-	-	-
120	VACANT (Black Tower Residences)			318	-	-	-	-	-	-
212	VACANT (Stonebridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park-Gold Peak)			523	-	-	-	-	-	-
TOTAL				31,338	16,325	1,753	-	-	-	-
QUORUM 51%				15,922				18,078	113%	

*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

Delegate Meeting
Virtual and at Southridge Recreation Center
4800 McArthur Ranch Road, Highlands Ranch, CO 80130
July 19, 2022, 6:00 p.m.

MINUTES

Business Meeting

1. Guest Speaker:

- **Douglas County Commissioners/Fair and Rodeo Speaker – Commissioner Thomas**
 - The commissioner and fair and rodeo staff discussed the event in detail and invited all to attend. A 4H participant was present to expound on the benefits of the program. The delegates were subject to some fair and rodeo trivia with the winners receiving free tickets.
- **Centennial Water District – Sam Caulkins**
 - Sam Caulkins provided a PowerPoint presentation. Sam discussed the challenges the district was having with the current draught and steps the district was taking to mitigate the effects. Sam also discussed the current water levels available residents and pricing of water for residents. No changes have been made to the base rates. Sam reiterated that water conservation efforts by businesses and residents alike was important in these draught conditions.

2. Call to Order: The meeting was called to order at 6:18 p.m.

3. The Pledge of Allegiance took place

4. Proof of Notice of Meeting

5. Roll Call / Establishment of Quorum: A quorum was established. 18,078 lots of 31,338 lots were present.

6. Approval of Minutes from the Meeting of Delegates for May and June 21, 2022.

- **Action:** The May 17, 2022, and June 21, 2022, minutes were adopted by unanimous consent. Motion Carried

7. Member Forum (Sign up in advance and 3-minute time limit): No members presented.

8. Board of Directors Report: Jim Allen provided a PowerPoint. Jim presented about the Eastridge construction progress, the Board QBR meeting, 2023 budget kick-off, the By-laws committee and HB 1137 requirements

9. General Manager Report: Mike Baily gave a report on the xeriscape project that was completed at Eastridge and the positive media coverage of the project. Mike then discussed the requirements and changes required with the adoption of House Bill 1137 to go into effect on August 10. Legal counsel was present to go over the needed changes and a in dept discussion with the Delegate body followed.

- **Action:** A motion was made by Elizabeth Strock (District #16) and seconded by Dennis Epperly (District #2) to accept the HRCA Delegates Regarding Amended and Restated Bylaws and Colorado Statute.

10. Backcountry Update: Mark Geibel provided a PowerPoint. Mark went over the Community Involvement Process (CIP). Mark detailed the beginning process already accomplished and set forth the future steps they will be taking to continue the plan. Mark also discussed some challenges with zoning and steps that will be taken to resolve those challenges.

- **Action Item:** A motion was made by Sue Leidolph (District #9) and seconded by Al Pelkowski (District #94) to accept the Community Involvement Process application for the Backcountry Outdoor Center

Conceptual/Master Plan and the improvements to property depicted in the two plans for Base Camp and the Horse Corral area including all necessary infrastructure such as roads, utility systems, walking paths, fencing, and similar improvements. And through this motion, to support the HRCA's proposed Amendment to the HR Planned Development. After a discussion the motion passed.

- 11. Facilities Operations Update:** Mark Gunther provided a PowerPoint. Mark presented information about the Eastridge renovation project, an update on the other tree facilities, pool hours and upcoming closures at all of the facilities, and capital/reserve projects and cost at all four facilities.
 - 12. Program Update:** Ken Joseph provided a PowerPoint. Ken presented information about the Colorado basketball academy, summer junior tennis, upcoming pickleball programs, learn to swim, private swim lessons, scuba/snorkel classes, and summer swim team programs.
 - 13. Community Relations Update:** Jamie Noebel provided a PowerPoint. Jamie presented about past and upcoming events including summer concerts, the blood drive, Highlands Ranch days, doggie splash, Oktoberfest and the fall craft show.
 - 14. Continued / New Business:** None
 - 15. Delegate Forum (Sign up in advance and 3-minute time limit)**
 - Delegate Patty McGuinness (District #112) made a motion to add an amendment to add a sunset clause to the HRCA Delegates Regarding Amended and Restated Bylaws and Colorado Statute motion. There was no second so the motion failed.
 - Delegate Dennis Epperly (District #2) asked why Representative Ken Buck was allowed to speak at the Veterans event. It was noted that this was a Highlands Ranch Metro District event and not an HRCA event.
 - Delegate Aldis Sides (District #107) wanted to point out that the meeting being provided virtually this month was an improvement over last month and wanted to thank the board and staff for their efforts.
 - 16. Adjournment:** The meeting was adjourned at 8:12p.m.
-

Respectfully Submitted,

Monica Wasden, Secretary



Goals Achieved	
Category	Description
Budget	Preliminary staff budget meetings are being held
Administrative	Community Involvement Process presentations – Delegate 2 nd vote; CIP passed
Projects & Additions	Verizon cell tower has no updates
Projects & Additions	Backcountry Outdoor Center: Community Involvement Process completed in July with 2 nd Delegate vote in favor
Maintenance	Routine day-to-day maintenance/repairs occurred including fencing, archery range, base camp, horse corrals, equipment, and trail maintenance
Maintenance	Some repair work on roads, trails, parking lots, Base Camp and horse corrals after strong rains occurred
Maintenance	Mowing and trimming horse corrals, archery range and base camp
Natural Resources	Herbicide applications throughout the property
Natural Resources	Cattle successfully moved to next pasture and will move to Highlands Point Trail System for a week in August
Natural Resources	SMFR forest management/fire mitigation work occurred, including cutting two-dozen trees to help thin ponderosas in key area
Programs	Camps remained full through the summer and are wrapping up the last few weeks prior to school starting HRCA has received great feedback from all our camps
Hunts	Money has been collected for all fall hunts

Goals in Progress	
Category	Description
Administrative	Will submit Highlands Ranch Planned Development Amendment in early August as the next step in the Backcountry Outdoor Center Project
Administrative	Working with South Metro Fire Rescue to conduct forest management/tree cutting
Maintenance	Working on additional horse pasture fencing on the south side of Ron King Trail
Referral Comments to CIS	HRLETF: Expansion of one of their ranges, referred to CIS for comment
501(c)3	Preparing for end of summer camp celebration on Saturday, August 6, 2022
501(c)3	Planning has begun for: Haunted Forest and Fall/Winter Back the Backcountry Initiative
501(c)3	Planning for 2023 increase in outreach programs, low cost, and free programs to expand reach

General Updates	
Category	Description
Administrative	Douglas County Planning/Zoning Meeting on July 21 st : Movie Nights rules not an approved use and cancelled for the remainder of the season Waiting on additional information from the County regarding use numbers and other violations such as sheds and canopy tents
Maintenance	Archery Range upkeep and monitoring increase in usage as busy season approaches
Natural Resources	May rain and snow prevented a 2020-like drought, but we are right back where we were in 2020 with only a slight improvement from the severe drought of that year. Precipitation has been very helpful and led to somewhat of a green-up
Natural Resources	The water tank upkeep, float repair, manual fill has been critical in maintaining water resources this year
Natural Resources	Elk calves/cows have grouped up
Natural Resources	Self-imposed closures on south end of property in place throughout elk calving season
Programs	Archery lessons for August and beyond are cancelled; contractor could not find staff as is retiring
501(c)3	The cancellation of Movie Nights made an impact



Goals Achieved	
Category	Description
Projects & Additions	Eastridge Lobby Renovation Project – Terrazzo flooring complete
Administrative	Hired a replacement for Aquatic Assistant at Eastridge Jake Heerdt has accepted the position of Recreation Analyst for Perfect Mind Software
Board & Delegates	Board walk-through items: spreadsheet completed as requested

Goals in Progress	
Category	Description
Projects & Additions	Eastridge Lobby Renovation Project – Millwork being finalized, carpet scheduled to install 8/8-8/15, brick installation starting 8/8, painting is progressing Working with staff on logistics and temporary office relocation during these phases On track for 8/29 opening; Jamie working on planning a Grand Opening during the first week of September
Projects & Additions	WR Outdoor Pickleball Courts – Construction is started 8/4 Contract slightly delayed due to weather on another project; planning to open week of 8/15 with a Grand Opening 8/24
Projects & Additions	SR Golf and Multi Sport Simulator – Woody Bryant submitted the required information for the permit process, which be more extensive than originally thought, but Wood is working with SMFR for clarification on details Tentatively scheduled for a mid-September installation, potential delays depending on the permitting process
Administrative	Assistant Facility Supervisor at Eastridge has been reassigned, working on filling the position Working on filling Maintenance Services open position
Administrative	Scheduled Reunification Training with Valor on 8/10 so we are prepared in the event of an active shooter
Programs	Love Extended on August 28 th from 1-4pm; CHCC is offering service opportunities for volunteers to assist in the community There will be 20-25 volunteers at each facility assisting with outside projects

General Updates	
Category	Description
Aquatics	Modified pool hours began 8/8 with pools closing for the season after Labor Day Staffing through the end of the season will be tight but manageable
Facilities	Northridge Annual Closure – Week of August 1-8, 2022 Project will include replaster of indoor pools – lap and diving well, annual fire inspections, annual safety training for staff, wood floors refinished in gym, racquetball courts and fitness studio, painting and deep clean of locker room grout and fitness detail area
Facilities	Eastridge Annual Closure – Week of August 22-29, 2022 Project will include parking lot mill and overlay, xeriscaping project phase II, resurface and tiling of indoor leisure pool
Maintenance	Eastridge leisure pool roof – working with Martin/Martin for analyzation and recommendation on roof replacement for leisure pool
Natural Resources	Elk calves/cows have grouped up



Goals Achieved	
Category	Description
Programs	Sports Summer Camps have wrapped up after a busy summer Adult Beach Volleyball is also wrapping up with two nights of coed leagues that are full
Programs	Race Series has been busy over the last few weeks with our 4-race mountain bike series, kids' triathlon, and upcoming trail races
Programs	Fitness is continuing to grow throughout the summers Backcountry Yoga and Fitness on Tap series have been popular
Programs	HRCA's Junior Team Tennis League season finished up this month, which included five teams each age division - the 10's, 12's, 14's and 18's
Programs	Therapeutic Recreation programs in July included personal instruction on land and aquatic therapy Thrilling Thursdays, Hip Hop, Yoga, Special Olympics Tennis and Tri Camp were popular
Programs	July 15 th marked the opening of our 15 th Annual Cotillion registration This is a wonderful program that is in partnership with Platinum Protocol
Risk Management	Stanton-Fearing Racquetball Contractor Issue: The Douglas County District Court dismissed the Emily Stanton lawsuit on June 30, 2022

Goals in Progress	
Category	Description
Programs	The 6 th -8 th Grade Cotillion final dinner party will be held at The Mansion at the beginning of December
Programs	August 20 will be our Fun in the Sun dance recital at SR There are roughly 60 children participating where kids get to show off their toe-tapping skills
Programs	Summer Camp is wrapping up when Douglas County students return to school August 8 We offered a fun variety of STEM, art, cooking, and potter programs as some fun options for students prior to heading back to school
Programs	Infant Swim Resource (ISR) will be offering lessons after school beginning in August at SR ISR is an alternative aquatic program that teaches children 6-months to 3-years water survival skills and has been offered at HRCA for over 20 years
Programs	Race Series is excited to spend the coming months in the Backcountry at the Wildcat Mountain Trail Races on August 27 and the Backcountry Half Marathon on November 5
Programs	The Second Annual Fitness Expo will take place August 27 at NR The expo will have ten class demonstrations, free body composition tests and meet and greets with our personal trainers
Programs	In August, sports are running TKD classes, fencing classes, Soccer Shots, basketball clinics, adult basketball leagues and adult golf clinics Youth Volleyball began at earlier this month and registration for Youth Girls' Basketball started with a steady stream of participants already registered
Programs	Tennis registration opens August 28 for the Sept 12 - Jan 22 season Two upcoming NR Friday Night Tennis Socials are scheduled for 8/25 & 9/8 Newly added SR Friday Night Tennis Socials are scheduled for 8/26 & 9/9
Programs	Yoga, Hip Hop, Tae Kwon Do, Thrilling Thursdays Soccer and Stride to Ride programs continue to serve participants through August
Risk Management	C. Mierau - Employee complaint of retaliation: No updates from last month Complaint resides with the CO Civil Rights Division and ongoing discussion continues between IMA and the insurance carriers concerning responsibility of coverage
Risk Management	The Annual Insurance Renewal is in the final stages of completion with IMA planning to complete processing bids from insurance carriers within the next 2-weeks or so

General Updates	
Category	Description
Programs	Summer Camps & Classes are finishing up as most kids prepare to go back to school
Risk Management	Drag Queen Comedy Event: No claims have been filed by Mr. Wood to date



Goals Achieved	
Category	Description
Committees	Finance Committee and BOD approved Robert Donahue as a member and he will be invited to the August meeting
Committees	Mike Bailey was present at the last Finance Committee Meeting and discussed changes to staff and the 2023 budgeting process
Administrative	Michelle Lopiccolo was promoted to Lead Assessment Specialists
Budget	Staff kickoff meeting and training took place in July
Assessments	HB 1137 – the grace period for late assessments has been moved from 30 to 45 days

Goals in Progress	
Category	Description
Committees	The Finance Committee has open items from the May and June meetings that need to be acted upon including: A Perfect Mind presentation reviewing payment processing procedures with Vantiv to better understand what current charges are and moving to a new vendor An IMA presentation reviewing the Risk Management services they are providing
Budget	Staff is adding staffing numbers into Workforce with the hope of having payroll taxes and benefit information added soon by HR
Budget	Board guidance is needed on the expectations and assessment increase guidelines
Budget	The CPI for the Denver area is 9.1 and 5.9 for all items less food and energy through June, allowing for an assessment increase of \$9.19 per quarter
Administrative	Interviews are ongoing to a replacement for Michelle Lopiccolo’s open position
Assessments	HB 1137 – Assessments will be writing off monthly balances of \$19.99 and less to negate the number of monthly ledgers we mail to homeowners with balances, allowing us to still collect upon returned check and late fees

General Updates																																								
Category	Description																																							
Facilities	The accounting team has moved to a conference room in NR until the ER remodel is complete with the hope of moving back to ER the week of August 15																																							
Administrative	Heather Sandstede gave notice, her last day was July 29, 2022																																							
Assessments	AutoPay and e-Statement signups: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>7/5/2022</th> <th>8/3/2022</th> <th>Total Change</th> <th>% Increase</th> </tr> </thead> <tbody> <tr> <td>AutoPay</td> <td>13,418</td> <td>13,410</td> <td>-8</td> <td>0%</td> </tr> <tr> <td>e-Statements</td> <td>7,592</td> <td>7,605</td> <td>13</td> <td>>1%</td> </tr> </tbody> </table>		7/5/2022	8/3/2022	Total Change	% Increase	AutoPay	13,418	13,410	-8	0%	e-Statements	7,592	7,605	13	>1%																								
	7/5/2022	8/3/2022	Total Change	% Increase																																				
AutoPay	13,418	13,410	-8	0%																																				
e-Statements	7,592	7,605	13	>1%																																				
Assessments	Legal Billing Statistics including assessments, covenants, foreclosures, general billing, and litigation: Monthly Average Amount: \$24,481.06 Average Homeowners Billed: 109 <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Billing Month</th> <th># of HO's Billed</th> <th>Total WLPP Billing</th> </tr> </thead> <tbody> <tr><td>June 2022</td><td>97</td><td>\$30,875.50</td></tr> <tr><td>May 2022</td><td>134</td><td>\$24,728.75</td></tr> <tr><td>April 2022</td><td>75</td><td>\$16,441.50</td></tr> <tr><td>March 2022</td><td>94</td><td>\$26,312.50</td></tr> <tr><td>Feb 2022</td><td>148</td><td>\$32,940.63</td></tr> <tr><td>Jan 2022</td><td>82</td><td>\$28,518.60</td></tr> <tr><td>Dec 2021</td><td>85</td><td>\$18,702.74</td></tr> <tr><td>Nov 2021</td><td>128</td><td>\$17,289.00</td></tr> <tr><td>Oct 2021</td><td>86</td><td>\$19,907.50</td></tr> <tr><td>Sep 2021</td><td>105</td><td>\$23,991.85</td></tr> <tr><td>Aug 2021</td><td>154</td><td>\$25,626.91</td></tr> <tr><td>Jul 2021</td><td>116</td><td>\$28,437.25</td></tr> </tbody> </table>	Billing Month	# of HO's Billed	Total WLPP Billing	June 2022	97	\$30,875.50	May 2022	134	\$24,728.75	April 2022	75	\$16,441.50	March 2022	94	\$26,312.50	Feb 2022	148	\$32,940.63	Jan 2022	82	\$28,518.60	Dec 2021	85	\$18,702.74	Nov 2021	128	\$17,289.00	Oct 2021	86	\$19,907.50	Sep 2021	105	\$23,991.85	Aug 2021	154	\$25,626.91	Jul 2021	116	\$28,437.25
Billing Month	# of HO's Billed	Total WLPP Billing																																						
June 2022	97	\$30,875.50																																						
May 2022	134	\$24,728.75																																						
April 2022	75	\$16,441.50																																						
March 2022	94	\$26,312.50																																						
Feb 2022	148	\$32,940.63																																						
Jan 2022	82	\$28,518.60																																						
Dec 2021	85	\$18,702.74																																						
Nov 2021	128	\$17,289.00																																						
Oct 2021	86	\$19,907.50																																						
Sep 2021	105	\$23,991.85																																						
Aug 2021	154	\$25,626.91																																						
Jul 2021	116	\$28,437.25																																						



Goals Achieved	
Category	Description
Advertising	The new Fall Activity Guide is in homes Marketing and Social Media campaigns are in production to promote the fall season of programs and events
Events	It has been a very busy summer of events with only one postponement due to weather

Goals in Progress	
Category	Description
Budget	The ComRel team is busy working on 2023 budgets
Administrative	Preparation for upcoming events and 2023 calendar planning are underway
Events	The grand opening for the new outdoor pickleball courts will be at WR on 9/24 from 8:00-10:00 a.m. and 4:00-6:00 p.m. There will be demonstrations, practices, and play available
Events	The reopening of ER will be pm 9/6 from 9:00-11:00 a.m. with the ribbon cutting occurring at 10:00 a.m. The reception will include coffee and donuts
Events	The last two free outdoor concerts are occurring this month The final summer concert featuring “The Radio Band” is on 8/18 at Highland Heritage Park This concert is in partnership with the Metro District
Events	On 8/26 at 6:30 p.m. the 6 Million Dollar Band will be at Civic Green Park
Events	September brings another slate of events including the annual signature event series the Highlands Ranch Pioneer Days at the Mansion This historic 3-day event is a step back in time catered to those that seek to learn about the history of Colorado and Highlands Ranch Local elementary schools participate and learn about the history as part of their curriculum
Events	The Farmer’s Market is ongoing through October at Town Center
Events	Oktoberfest is right around the corner on 9/17 at Town Center
Events	October 28 will bring a comedy night that benefits the American Legion The indoor garage sale and craft shows will be a fun part of this event

General Updates	
Category	Description
Events	All events can be found at HRCAnonline.org/events



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MEETING
Southridge Recreation Center
4800 McArthur Ranch Road, Highlands Ranch, CO 80130
August 16, 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

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 July 2022
 - b. Approval of Finance Committee Minutes from July 2022
 - c. Approval of Architectural Review Committee Minutes from July 2022
 - d. Approval of Development Review Committee Minutes from July 2022
5. Member Forum
6. Director Comments
7. Committee Reports
 - a. Delegate Meeting
 - b. Finance Committee
 - i. Review of the July 2022 Financials
8. General Manager Report
9. Continued Business
 - a. Resolutions
 - i. No New Resolutions
10. New Business
11. Delegate Forum
12. Adjournment

The next Delegate and Board meeting will be held on Tuesday, September 20, 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: theresa.hill@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 DIRECTORS MEETING

Virtual and at Southridge Recreation Center
4800 McArthur Ranch Road, Highlands Ranch, CO 80130
July 19, 2022

MINUTES

1. **Call to Order:** The meeting was called to order at 8:25 p.m.
2. **Establishment of Quorum/Roll Call:** A quorum was established. Directors Jim Allen, Brock Norris, Melissa Park, Dan DeBacco and Monica Wasden were present.
3. **Proof of Notice of Meeting:** Proper notice was provided.
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
 - i. Bylaws Committee applicant: Rosabel Harrington
 - ii. Finance Committee applicant: Robert Donahue

Action: A motion was made by Brock Norris and seconded by Monica Wasden to approve the consent agenda.
Motion carried.
5. **Member Forum:** Pattie McGuinness address the board as a member and asked for legal counsel to give a list of the changes being made to the governing document and rules and regulations that HB 1137 and HB 1139 have dictated.
6. **Director Comments:** Jim Allen thanked GM Mike Baily on a good job sense taking on his new role.
7. **Committee Reports**
 - a. **Delegate Meeting:** No comments made
 - b. **Finance Committee:** Emily Arnold provided a review of the June 2022 HRCA financials statements that were presented to the Finance Committee on June 18, 2022.

Action: A motion was made by Dan DeBacco and seconded by Brock Norris to approve the June 2022 HRCA financial statements as presented. Motion carried.
8. **General Manager Report:** Mike Baily thanked staff for all their hard work for the past few months.
9. **Continued Business:** A correction to the agenda in regard to the resolution number was discussed by legal counsel.
 - a. Resolutions
 - i. 22_07_09: Policies, Procedures, and Rules and Regulations Concerning enforcement of Covenants and Rules, Including Notice and Hearing Procedures and the Schedule of Fines
Action: A motion was made by Jim Allen and seconded by Monica Wasden to adopt resolution 22_07_09.
Motion carried.
 - ii. 22_07_11: Amended Collection Policy

Action: A motion was made by Monica Wasden and seconded by Brock Norris to adopt resolution 22_07_10. Motion carried.

10. **New Business:** None

11. **Delegate Forum:** None

12. **Adjournment:** The meeting was adjourned at 9:02p.m.

Respectfully Submitted,

Monica Wasden, Secretary

- Concern over the northern slope; if necessary, we recommend like materials will be used to match the south side of the building due to visibility from the public.
- Landscape architects coordinate the Planting Legend with their Planting Plan.

Presentation at 6:15pm by Forrest Dykstra from the Highlands Ranch Metro District

Discussion was opened to the DRC at 6:27pm. The following comments were offered and responded to:

- The DRC is very supportive of the new project and appreciate the HRMD (Highlands Ranch Metro District) giving the DRC the opportunity to comment.
- DRC referral only vs. approve/denial: As stated in the staff review: Douglas County (DC) will be processing this application using the expedited location & extent process that is applicable for “proposed public facilities or uses as provided by 30-28-110 of the C.R.S. DC is the governmental approval entity that will review plans for the construction of “public facilities or uses”, whether it is publicly or privately owned.
- Entrances: Two entrances proposed and parking: There is an agreement between the Mountain View Church and the HR Senior Center to ‘share’ entrance/access along with parking when necessary to accommodate the activities of each center without monopolizing one over the other. The HR Senior Center will have a separate area specifically for DC Services outside the Senior Services activities. The west entrance will be built for a turning radius for South Metro Fire. Safety issues are being addressed: DC services incorporated into the building regardless of being ‘separated’.
- Signage: Discussed to ensure the Senior population does not park in the ‘wrong lot’ due to their needs. Concerns about the possibility of inconvenience of walking further than necessary for the senior or disability population. Directional signage discussed to ensure correct utilization of the entrances. Monument signage will be displayed without hindering traffic visibility.
- Building orientation (east west orientation vs parallel to the streets). The South Side constrained by the water line, sanitary sewer. The angle of the build has utilized the space to the best of its ability without hindering any concerns including drainage and safety for participants.
- Design: East/West spine with transverse elements that connect to it (gables) all the same width/height and lack of hierarchy. Number of elements that stick beyond the width of the roof with a flat roof element. Suggestion to put these elements that ‘stick out’ under the roof therefore allowing the change of the width of the spine and change in the elements that stick out, offering extra shade structures. Any current elevation should not impact current residents’ views.
- Metal roof color: material is acceptable, but color needs to be lightened up. Concern over the durability and the weathering over time with material being exposed to sunlight. HRMD has the exact concerns and will manipulate the color and address accordingly in the final plans.
- Noise concern: A base line sound study for the area is currently in progress
- Grade control: Discussion over guard rails for to meet safety standards for the grade of the slope on the path. Boulders, rock walls and native vegetation will be considered. Goal is to meet ADA requirements.
- Drainage and water control: Storm utilities to be the first addressed before construction of building. Drainage will collect to Water Quality Plan, draining to Dad Clark. HRMD plan is top priority to meet needs of the area.
- HVAC units: Equipment will be located on the northwest side of building and will be screened from view. Concerns due the grading of the site and the units will ‘not’ actually be screened depending on the elevation.
- Lighting: Timed so as not to affect the residents of the area. Design detail is not completed but will copy lighting currently place on the Highlands Ranch Mansion. Lighting will be structured to face ‘down’ but the surrounding homes are at a lower elevation. Light spillage will meet the code.
- Trash: Location is the south side of the building. Enclosed and will be screened. Screening has not been completed at this time. Location of enclosure is based on the kitchen location due to usage.
- Operation hours: Facility will only be open from 8am to 5pm with very limited evening activities indoors to limit the impact on surrounding residents.
- Fire: HRMD met with South Metro to ensure the sprinkler system and fire hydrants are accessible and to code. The new structure will be fully supported for fire hazard.
- Landscaping: Plan was ‘rubber stamped’ and raised many concerns over the easements, utility lines, screening, types and maturity sizes of plantings and sanitary issues. Recommendations from DRC committee sent to HRMD

IV. Resident Comments

- **Quinn Hatala:** Concerns over the noise and traffic level and the grading of the residential properties that have walkout basements, windows, master bedrooms and most of the indoor living space located in the rear of the home, are positioned below the planned facility and parking areas.
- Mitigation of visual impact and noise from the parking lot and non-residential activity needs to be prioritized and required.
- A prefabricated wall on the south side of the build would protect residents' rights to privacy.
- A DC Satellite Human Services Office does not belong in a residentially zoned area where the risk of safety to everyone involved is so high.
- The health, safety, and quality of living of current Highlands Ranch residents must be considered.
- **Katherine Vogel:** Concerns as to why a Douglas County Human Services office is in the same facility to be frequented and used by the community senior center population.
- Safety must be considered for all those involved: employees, residents, and individuals who will be visiting the building.
- Credible threats have been documented at similar sites along with the increase in crime in Douglas County.
- A wall surrounding the building should be considered.
- **Sue Frommelt:** The facility will be a long overdue and welcome addition to our community.
- **Karen Burch:** A place where Seniors can go and have a place of their own is long overdue.

Post comments:

- **Parking:** to move all parking to one location eliminating the need for signage, confusion, and traffic issues.
- Traffic impact study for new signal addressed and not warranted post study.
- Monument signage: to not deter the traffic flow

Summary: By Zell Cantrell

- Parapet height for screening, material selection, color, and roof hierarchy.
- Adequate screening and signage
- Plans currently under review by the DC Sheriff's office for safety

Action:

- A motion was made by **H. Hollander: comments and summary from the public and HRCA DRAC as discussed be presented to the HRMD, seconded by R. Mierau.**

V. Non-Agenda Resident Comments 7:19PM

- There were no comments from residents

With no further business, a motion was made by G.Banks to adjourn the meeting. Seconded by A. Madlambayan The meeting adjourned a 7:21 pm.

Zell Cantrell, Chairperson

Ariel Madlambayan, Secretary



HIGHLANDS RANCH COMMUNITY ASSOCIATION

DEVELOPMENT REVIEW COMMITTEE

July 13, 2022

MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:00 p.m. by **Chairperson Zell Cantrell**.

Roll call was taken by **Ariel Madlambayan, Secretary**

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

Forrest Dykstra, Highlands Ranch Metro District

Woody Bryant, DRC Consultant

Residents: Quinn Hatala, Karen Burch, Katherin Vogel, Sue Frommelt, Janet Gibley, Sandy Zick, J.Donakowski

II. Review and Approval of June 8, 2022, meeting minutes

Action:

A motion was made by **J.Jeter** to **Accept the June 8, 2022, minutes with the conditional approval that the voting on the last amendment be adjusted to receive correct count and amendments be made to the conditional approval wording, seconded by R.Mierau.**

- 3 member(s) **Concur**;
- 0 member(s) **Dissent**;
- 0 member(s) **Abstain. (not present for meeting)**

*Adjustment to voting total was to meet zero Abstain due to members being not present

*Adjustment to the conditions of the approval as adjusted on final draft

III. Highlands Ranch Senior Center | New Build

Scope of Project: The Highlands Ranch Metro District (HRMD) is proposing a 22,600sq. ft. Senior Center on the south side of E. Highlands Ranch Parkway, within Tract Z of HR Filing 103-B.

- **The goal of this meeting is not to approve or deny but for commentary only from the DRC.**

Woody Bryant presented the Staff Review comments.

- Two points of access from the public right-of-way. There is concern regarding the one access point with the full-movement, unprotected driveway due to the slope, access lanes and the speed limit.
- A recommended Traffic Impact Study be completed to determine if a traffic signal is warranted at this intersection.

- Concern over the northern slope; if necessary, we recommend like materials will be used to match the south side of the building due to visibility from the public.
- Landscape architects coordinate the Planting Legend with their Planting Plan.

Presentation at 6:15pm by Forrest Dykstra from the Highlands Ranch Metro District

Discussion was opened to the DRC at 6:27pm. The following comments were offered and responded to:

- The DRC is very supportive of the new project and appreciate the HRMD (Highlands Ranch Metro District) giving the DRC the opportunity to comment.
- DRC referral only vs. approve/denial: As stated in the staff review: Douglas County (DC) will be processing this application using the expedited location & extent process that is applicable for “proposed public facilities or uses as provided by 30-28-110 of the C.R.S. DC is the governmental approval entity that will review plans for the construction of “public facilities or uses”, whether it is publicly or privately owned.
- Entrances: Two entrances proposed and parking: There is an agreement between the Mountain View Church and the HR Senior Center to ‘share’ entrance/access along with parking when necessary to accommodate the activities of each center without monopolizing one over the other. The HR Senior Center will have a separate area specifically for DC Services outside the Senior Services activities. The west entrance will be built for a turning radius for South Metro Fire. Safety issues are being addressed: DC services incorporated into the building regardless of being ‘separated’.
- Signage: Discussed to ensure the Senior population does not park in the ‘wrong lot’ due to their needs. Concerns about the possibility of inconvenience of walking further than necessary for the senior or disability population. Directional signage discussed to ensure correct utilization of the entrances. Monument signage will be displayed without hindering traffic visibility.
- Building orientation (east west orientation vs parallel to the streets). The South Side constrained by the water line, sanitary sewer. The angle of the build has utilized the space to the best of its ability without hindering any concerns including drainage and safety for participants.
- Design: East/West spine with transverse elements that connect to it (gables) all the same width/height and lack of hierarchy. Number of elements that stick beyond the width of the roof with a flat roof element. Suggestion to put these elements that ‘stick out’ under the roof therefore allowing the change of the width of the spine and change in the elements that stick out, offering extra shade structures. Any current elevation should not impact current residents’ views.
- Metal roof color: material is acceptable, but color needs to be lightened up. Concern over the durability and the weathering over time with material being exposed to sunlight. HRMD has the exact concerns and will manipulate the color and address accordingly in the final plans.
- Noise concern: A base line sound study for the area is currently in progress
- Grade control: Discussion over guard rails for to meet safety standards for the grade of the slope on the path. Boulders, rock walls and native vegetation will be considered. Goal is to meet ADA requirements.
- Drainage and water control: Storm utilities to be the first addressed before construction of building. Drainage will collect to Water Quality Plan, draining to Dad Clark. HRMD plan is top priority to meet needs of the area.
- HVAC units: Equipment will be located on the northwest side of building and will be screened from view. Concerns due the grading of the site and the units will ‘not’ actually be screened depending on the elevation.
- Lighting: Timed so as not to affect the residents of the area. Design detail is not completed but will copy lighting currently place on the Highlands Ranch Mansion. Lighting will be structured to face ‘down’ but the surrounding homes are at a lower elevation. Light spillage will meet the code.
- Trash: Location is the south side of the building. Enclosed and will be screened. Screening has not been completed at this time. Location of enclosure is based on the kitchen location due to usage.
- Operation hours: Facility will only be open from 8am to 5pm with very limited evening activities indoors to limit the impact on surrounding residents.
- Fire: HRMD met with South Metro to ensure the sprinkler system and fire hydrants are accessible and to code. The new structure will be fully supported for fire hazard.
- Landscaping: Plan was ‘rubber stamped’ and raised many concerns over the easements, utility lines, screening, types and maturity sizes of plantings and sanitary issues. Recommendations from DRC committee sent to HRMD

IV. Resident Comments

- **Quinn Hatala:** Concerns over the noise and traffic level and the grading of the residential properties that have walkout basements, windows, master bedrooms and most of the indoor living space located in the rear of the home, are positioned below the planned facility and parking areas.
- Mitigation of visual impact and noise from the parking lot and non-residential activity needs to be prioritized and required.
- A prefabricated wall on the south side of the build would protect residents' rights to privacy.
- A DC Satellite Human Services Office does not belong in a residentially zoned area where the risk of safety to everyone involved is so high.
- The health, safety, and quality of living of current Highlands Ranch residents must be considered.
- **Katherine Vogel:** Concerns as to why a Douglas County Human Services office is in the same facility to be frequented and used by the community senior center population.
- Safety must be considered for all those involved: employees, residents, and individuals who will be visiting the building.
- Credible threats have been documented at similar sites along with the increase in crime in Douglas County.
- A wall surrounding the building should be considered.
- **Sue Frommelt:** The facility will be a long overdue and welcome addition to our community.
- **Karen Burch:** A place where Seniors can go and have a place of their own is long overdue.

Post comments:

- **Parking:** to move all parking to one location eliminating the need for signage, confusion, and traffic issues.
- Traffic impact study for new signal addressed and not warranted post study.
- Monument signage: to not deter the traffic flow

Summary: By Zell Cantrell

- Parapet height for screening, material selection, color, and roof hierarchy.
- Adequate screening and signage
- Plans currently under review by the DC Sheriff's office for safety

Action:

- A motion was made by **H. Hollander: comments and summary from the public and HRCA DRAC as discussed be presented to the HRMD, seconded by R. Mierau.**

V. Non-Agenda Resident Comments 7:19PM

- There were no comments from residents

With no further business, a motion was made by G.Banks to adjourn the meeting. Seconded by A. Madlambayan The meeting adjourned a 7:21 pm.

Zell Cantrell, Chairperson

Ariel Madlambayan, Secretary



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMUNITY IMPROVEMENT SERVICES DEPARTMENT STATUS REPORT

JULY 2022

ARCHITECTURAL REVIEW COMMITTEE MEETINGS

The Architectural Review Committee meetings were held in person on July 6th & 20th.

SUBMITTALS

474 requests for improvements were received in July. There are 54 still in progress pending review, consultant decision or going to the August Architecture Committee meeting.

LETTERS OF NONCOMPLIANCE

1861 letters of noncompliance were mailed. The violations included:

- 10 Courtesy Letter
- 17 HRCA Notified by County
 - 3 Remove Non-Compliant Accessory Building
 - 1 Basketball Backboard
 - 3 Air Conditioner/Evaporative cooler - Window
 - 9 Non-Complying Portable Basketball Goal
 - 1 Submit or remove car cover
- 68 Commercial Vehicles and/or Trailers
 - 1 Dog Runs/Dog Houses
 - 3 Submit for Door replacement/ addition/ garage door
- 74 Maintain and Stain Fence
- 321 Staining
 - 1 New/ Extension and Interior Fencing
 - 2 Gardens/Vegetables
- 23 Remove inoperable vehicle
 - 1 Submit Landscape
- 714 Maintain landscape
 - 4 Submit Exterior Lighting
 - 9 Holiday Lighting
- 21 72-hour rule
 - 6 Refrain from Parking on Landscape
 - 1 Outdoor Fireplaces and Firepits/Chimineas
- 203 Paint house review
 - 2 Submit paint colors
 - 1 Store Play Equipment
 - 2 Remove Above Ground Pools
 - 2 Submit Security/ Surveillance Cameras
 - 4 Signs and/or Advertising Devices
- 188 Comply with trash pickup
- 73 Maintain property
- 55 Remove unsightly material
- 29 Remove debris and/or trash
 - 6 Submit Miscellaneous Improvement
 - 1 Failure to comply
 - 2 Submission of plans

There were 15 Fine or Chronic letters sent in the month of May for the following violations:

- 1 Commercial Vehicles and/or Trailers
- 3 Maintain and Stain Fence
- 10 Maintain Landscape
- 1 Comply with trash pickup

TRIBUNALS

There was 1 Tribunal scheduled for the month of July

4844 Apollo Bay Drive – Paint color denial

COMMERCIAL

A Development Review Committee meeting was held on July 13, 2022 for referral review only

Highlands Ranch Senior Center | New Build

Scope of Project: The Highlands Ranch Metro District (HRMD) is proposing a 22,600sq. ft. Senior Center on the south side of E. Highlands Ranch Parkway, within Tract Z of HR Filing 103-B.

Administrative Reviews

- There were no Commercial Administrative Reviews for July

Douglas County Referrals-

DR2022-004 Zoning Resolution- water supply overlay- No Exceptions
ZR2022-034 Senior Center permit- reviewed by DRC

COMMERCIAL NONCOMPLIANCE

The May Commercial activity totals

- 22 Emails sent
- 19 Letters sent
- 6 Phone Calls
- 64 Non-compliant yard signs removed
- 9 Emails with Commercial Review

STATUS LETTER REQUESTS

Staff processed 174 Status Request letters for July. Of the 174 letters, there were 54 rush orders. Four orders were cancelled. Violations, including fines and legal fees, were added to applicable accounts.

COMMERCIAL ESTOPPLE LETTER REQUESTS

There were no estoppel requests during the month.



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: July 6, 2022

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mr. Jerry Jeter, 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
- Dave & Sherrie Farrell Homeowners
- Trent Rinker Homeowner
- Ashley Wenger Homeowner

II. NEW BUSINESS:

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

1. **9265 Madras Ct** – Appointment to pitch driveway expansion and walkway by Mr. & Mrs. Farrell – Approved by all – without river homage, six (6”) inch curb height, width of wall eight (8”) inches, driveway to expand to property line, walkway expansion.
2. **6779 Dampler** – Observatory – Conditional Approval by seven (7) members in light gray, eight (8’) feet away from rear property line, and five (5’) away from side property line, slight elevation off ground.
3. **110878 Shadowbrook** – Pool – Approved by all.
4. **10351 Heatherglen** – Addition – Not Approved by six (6), Approved by two (2) resulting in a Denial. The roof pitch must be shown as a 3:12 pitch.
5. **7 Falcon Hills** – Pool, Turf – Approved by all
6. **3160 Thistlebrook Cir** – Commercial Vehicle – Not Approved by seven (7), Approved by one (1) resulting in a Denial
7. **8913 Roundrock** - Addition– Not Approved by all due to pitch of roof, and materials.
8. **10577 Cherrybrook** – Exterior Window Shutters – Approved by five (5), Denied by three (3) resulting in an Approval with two (2”) slats.
9. **2931 Wyeclyff Way** – Pergola – Approved by seven (7), Denied by one (1) resulting in an Approval, must be two (2’) off of the lot lines and must get approval from the utility companies.
10. **687 Walden** – Addition – Not Approved by all due to roof pitch, roof over hang not matched, need professional, full elevation drawings, and site plan.

With no further business, the regular meeting adjourned at 7:29 p.m

Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: July 20, 2022

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Ms. Laurie Al Jerry Jeter, 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
Patrick Laurie Homeowner

Allison Cartwright by phone Homeowner
David Lyons Homeowner

II. NEW BUSINESS:

IV. **Architectural Reviews** – The Committee Members reviewed the following submittals.

11. **728 Old Stone Dr** – Appointment Pool
 - a. Approved by all
12. **8913 Round Rock** – Appointment Addition
 - a. Approved by All
13. **1367 Sunny Side** – Appointment Concrete patio on front yard
 - a. Not Approved requested more information
14. **9265 Madras Ct** – Use of pavers as driveway materials
 - a. Approved in July 3 meeting
15. **9963 Candlewood** – Addition
 - a. Approved by all
16. **987 Fairchild** – Addition
 - a. Not Approved with 5 not in favor, 3 in favor
17. **2045 Mountain Sage** – Garage Door
 - a. Not Approved with 5 not in favor, 3 in favor
18. **1579 Saltbush Ridge Rd** – Tree Stump
 - a. Not Approved with 6 not in favor, 1 in favor
19. **9930 Ashleigh** – Paint
 - a. Approved with 5 in favor, 3 not in favor
20. **10647 Abbotswood** – Paint brick
 - a. Not approved by all

With no further business, the regular meeting adjourned at 8:00 p.m

Laurie Allred, Architectural Review Committee Chair



Board of Directors
Special Quarterly Meeting for the 501(c)3's
Virtual and at Southridge Recreation Center
4800 McArthur Ranch Road, Highlands Ranch, CO 80130
July 19, 2022

MINUTES

- I. **Call to Order:** The meeting was called to order at 9:03 p.m.
- II. **Roll Call and Proof of Notice:** Proper notice was provided.
- III. **Approval of Minutes of Action from April 19, 2022.**
Action: A motion was made by Dan DeBacco and seconded by Jim Allen to approve the minutes from April 19, 2022, as presented. Motion carried
- IV. **Reports:** Emily Arnold provided a review of the June 2022 HRCAA, HRCSF, and HRBCEF financial statements that were presented to the Finance Committee on June 18, 2022.
- Accept the Second Quarter Financial Statements for HRCAA
 - Accept the Second Quarter Financial Statements for HRCSF
 - Accept the Second Quarter Financial Statements for HRBCEF
- Action:** A motion was made by Dan DeBacco and seconded by Melissa Park to approve the HRCAA, HRCSF and HRBCEF as presented. Motion carried.
- V. **Additional Business:** None

Respectfully Submitted,

Monica Wasden, Secretary



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Highlands Ranch Community Association

Financial Statements

As of July 31, 2022

HRCA Financial Statements
July 31, 2022
Table of Contents

Item	Page Number
Income Statement - All Funds	4
Balance Sheet - All Funds	5
Variance Analysis Administrative	8
Administrative Events Profit/Loss	9
Events Budget by Month	10
Variance Analysis Recreation	11
Variance Analysis Backcountry	12
Income Statement - Month	14
Income Statement - Year	15

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 July 31, 2022

	ADMINISTRATIVE		OSCA	RECREATION		BACKCOUNTRY		DEBT SERVICE	ELIMINATIONS	TOTAL
	OPERATING	RESERVE		OPERATING	RESERVE	OPERATING	RESERVE	& PLANT		
Revenues										
Homeowner assessments	\$ 1,336,829	\$ -	\$ -	\$ 9,815,960	\$ -	\$ -	\$ -	\$ -		11,152,789
Homeowner fees	553,164	-	-	-	-	-	-	-		553,164
Community improvement services	82,980	-	-	-	-	-	-	-		82,980
Legal Revenue	25,420	-	-	-	-	-	-	-		25,420
Recreation programs	-	-	-	3,433,443	-	727,883	-	-		4,161,326
Facility operations	-	-	-	529,853	-	9,482	-	-	(36,050)	503,285
Community events	135,154	-	-	-	-	-	-	-		135,154
Advertising	-	-	-	-	-	-	-	-		-
Management Fee Revenue	187,908	-	-	91,085	-	-	-	-	(278,993)	-
Interest and other Revenue	55,248	2,665	(36,266)	235,448	10,888	43,877	(4,813)	8,068		315,115
Total revenues	2,376,703	2,665	(36,266)	14,105,789	10,888	781,242	(4,813)	8,068	(315,043)	16,929,233
Expenses										
Salaries and employee benefits	1,112,708	-	-	6,990,467	-	713,001	-	-		8,816,176
Facility operations	12,582	-	-	757,409	25,327	53,556	-	-		848,874
Depreciation Expense	-	33,494	-	-	-	-	73,486	1,509,637		1,616,617
Professional services	245,449	-	-	124,291	-	450	-	-		370,190
Advertising	6,377	-	-	42,433	-	-	-	-		48,810
Office expenses	93,343	35,716	-	297,786	12	3,022	1,328	-		431,207
Insurance	31,466	-	-	236,559	-	21,830	-	-		289,855
Interest	-	-	-	-	556	-	-	552,408		552,964
Information Technology Expenses	179,884	-	-	555,230	-	-	-	-		735,114
Occupancy	40,384	-	-	713,602	-	-	-	-	(36,050)	717,936
Program	1	-	-	756,317	-	154,301	-	-		910,619
Community events	147,970	-	-	-	-	-	-	-		147,970
Conferences, meetings and travel	16,586	-	-	6,173	-	13,727	-	-		36,486
Licenses and permits	-	-	-	22,087	-	-	-	-		22,087
Dues, subscriptions and memberships	11,900	-	-	9,691	-	-	-	-		21,591
Management Fee Expense	91,085	-	-	187,908	-	-	-	-	(278,993)	-
Other operating expenses	-	-	607	782	-	-	-	-		1,389
Total expenses	1,989,735	69,210	607	10,700,735	25,895	959,887	74,814	2,062,045	(315,043)	15,567,885
(Gains) / Losses	-	51,455	-	-	-	-	(42)	26,030		77,443
Excess (deficiency) of revenues over expenses	386,968	(118,000)	(36,873)	3,405,054	(15,007)	(178,645)	(79,585)	(2,080,007)	-	1,283,905
Transfers to Bond Fund	-	-	-	(1,511,593)	-	-	-	1,511,593		-
Transfers to Backcountry Fund	-	-	-	(262,500)	-	262,500	-	-		-
Transfers for Capital Equipment	-	-	(28,636)	-	-	-	28,636	-		-
Transfers for Reserves	(127,392)	122,579	(1,718)	(2,580,680)	1,312,070	(5,845)	7,563	1,273,423		-
Total transfers	(127,392)	122,579	(30,354)	(4,354,773)	1,312,070	256,655	36,199	2,785,016	-	-
Net revenues (expenses)	\$ 259,576	\$ 4,579	\$ (67,227)	\$ (949,719)	\$ 1,297,063	\$ 78,010	\$ (43,386)	\$ 705,009	\$ -	\$ 1,283,905

Highlands Ranch Community Association, Inc.
Balance Sheet for All Funds
As of July 31, 2022

	ADMINISTRATIVE		OSCA	RECREATION		BACKCOUNTRY		DEBT SERVICE & PLANT	ELIMINATIONS	TOTAL
	OPERATING	RESERVE		OPERATING	RESERVE	OPERATING	RESERVE			
ASSETS										
Current Assets										
Cash & Equivalents										
Wells Fargo Checking, Payroll and Sweep	3,058,193	-	-	4,952,265	-	308,870	-	-	-	8,319,328
Other Investment Accounts	253,722	-	-	610,136	587,350	-	-	-	-	1,451,208
Wells Fargo Bond Fund Accounts	-	-	-	-	-	-	-	4,207,582	-	4,207,582
Morgan Stanley	-	-	4,858,338	-	6,215,619	-	-	-	-	11,073,957
RBC Wealth Management	217,066	957,560	-	-	-	24,952	215,753	-	-	1,415,331
Cash on Hand	356	-	-	2,719	-	-	-	-	-	3,075
Total Cash & Equivalents	3,529,337	957,560	4,858,338	5,565,120	6,802,969	333,822	215,753	4,207,582	-	26,470,481
Accounts Receivable										
1100 - AR-Assessments & Legal	219,298	-	-	217,654	-	-	-	-	-	436,952
1105 - Allowance for Doubtful Accounts	994	-	-	(72,186)	-	-	-	-	-	(71,192)
1180 - AR- Covenants & Legal	158,844	-	-	-	-	-	-	-	-	158,844
1191 - Accrued Interest Receivable	-	-	20,359	-	7,463	-	-	5,037	-	32,859
Total Accounts Receivable	379,136	-	20,359	145,468	7,463	-	-	5,037	-	557,463
Other Current Asset										
1195 - Miscellaneous Receivable	4,440	-	-	124,252	-	14,399	(79)	-	-	143,012
1196 - Misc Rec – PM Shared Credit	-	-	-	25,611	-	-	-	-	-	25,611
1200 - Prepaid Expense	27,058	-	-	113,434	-	1,142	-	-	-	141,634
1205 - Prepaid Insurance	5,075	-	-	23,206	-	2,066	-	-	-	30,347
1210 - Inventory	-	-	-	45,023	-	-	-	-	-	45,023
1225 - Undeposited Funds	(996)	-	-	-	-	-	-	-	-	(996)
Total Other Current Asset	35,577	-	-	331,526	-	17,607	(79)	-	-	384,631
Total Current Assets	3,944,050	957,560	4,878,697	6,042,114	6,810,432	351,429	215,674	4,212,619	-	27,412,575
Fixed Assets										
Fixed Assets - Cost	17,318	541,730	-	69,270	-	-	1,314,290	76,564,959	-	78,507,567
Fixed Assets - Accumulated Depreciation	-	(418,064)	-	-	-	-	(820,441)	(43,751,874)	-	(44,990,379)
Total Fixed Assets	17,318	123,666	-	69,270	-	-	493,849	32,813,085	-	33,517,188
Other Assets										
1110 - PM Cash Clearing	-	-	-	30,492	-	-	-	-	-	30,492
1250 - Interfund Receivable	554,596	24,000	6,500	846,665	74,076	284,402	-	-	(1,790,239)	-
1255 - Loan from OSCA Loan Receivable	-	-	262,500	-	-	-	-	-	(262,500)	-
1600 - 1999 Bond Issuance Costs	-	-	-	-	-	-	-	50,570	-	50,570
Total Other Assets	554,596	24,000	269,000	877,157	74,076	284,402	-	50,570	(2,052,739)	81,062
Total ASSETS	\$ 4,515,964	\$ 1,105,226	\$ 5,147,697	\$ 6,988,541	\$ 6,884,508	\$ 635,831	\$ 709,523	\$ 37,076,274	\$ (2,052,739)	\$ 61,010,825

Highlands Ranch Community Association, Inc.
Balance Sheet for All Funds
As of July 31, 2022

	ADMINISTRATIVE		OSCA	RECREATION		BACKCOUNTRY		DEBT SERVICE & PLANT	ELIMINATIONS	TOTAL
	OPERATING	RESERVE		OPERATING	RESERVE	OPERATING	RESERVE			
LIABILITIES & EQUITY										
Current Liabilities										
Accounts Payable										
2000 - Accounts Payable	9,349	-	-	276,914	1,209	8,401	-	-	-	295,873
2015 - Accrued Bond Interest Payable	-	-	-	-	-	-	-	339,944	-	339,944
2025 - Preschool Scrips Pass Through	-	-	-	-	-	-	-	-	-	-
Total Accounts Payable	9,349	-	-	276,914	1,209	8,401	-	339,944	-	635,817
Other Current Liability										
2005 - Accrued Accounts Payable	151,024	-	-	90,931	263	158,499	-	-	-	400,717
2006 - Accrued AP - PM Shared Credit	-	-	-	55,847	-	-	-	-	-	55,847
2008 - Lease Liability	16,255	-	-	65,022	-	-	-	-	-	81,277
2009 - Colorado Payback	5,916	-	-	11,294	-	3,658	-	-	-	20,868
2020 - Sales Taxes Payable - State	-	-	-	-	-	-	-	-	-	-
2045 - Accrued Payroll & Vacation Expense	77,585	-	-	203,445	-	28,194	-	-	-	309,224
2050 - AFLAC Pre-Tax	110	-	-	106	-	-	-	-	-	216
2055 - Cafeteria Plan EE Contribution	(230)	-	-	230	-	-	-	-	-	-
2060 - Health Savings Acct EE Cont	-	-	-	-	-	-	-	-	-	-
2100 - Unearned Assessments	44,897	-	-	686,596	-	-	-	-	-	731,493
2101 - Deferred Assessments	456,664	-	-	2,801,161	-	-	-	-	-	3,257,825
2102 - Unearned CIS Fines & Fees	538,940	-	-	-	-	-	-	-	-	538,940
2105 - Unearned Program & Facilities Revenue	15,964	-	-	851,470	-	(6,254)	-	-	-	861,180
2110 - Unearned Other Revenue	-	-	-	42,323	-	59,493	-	-	-	101,816
2115 - Unearned Sponsorship & Grant Revenue	-	-	-	-	-	-	-	-	-	-
2120 - Foreclosure Reserve	-	-	-	-	-	-	-	-	-	-
2125 - Prepaid Vegetation Mngt (Xcel)	-	-	-	-	-	22,248	-	-	-	22,248
2130 - Prepaid Natural Resource Mngt -Elk	-	-	-	-	-	10,282	-	-	-	10,282
2135 - Prepaid Water Line Easment	-	-	-	-	-	8,586	-	-	-	8,586
2250 - Interfund Payable	1,095,031	-	583	551,922	51,712	25,339	932	64,720	(1,790,239)	-
Total Other Current Liability	2,402,156	-	583	5,360,347	51,975	310,045	932	64,720	(1,790,239)	6,400,519
Total Current Liabilities	2,411,505	-	583	5,637,261	53,184	318,446	932	404,664	(1,790,239)	7,036,336
Long Term Liabilities										
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
Total Long Term Liabilities	-	-	-	-	262,500	-	-	8,570,000	(262,500)	8,570,000
Equity										
3005 - restricted fund equity	-	-	-	-	2,926,527	-	-	-	-	2,926,527
RETAINED EARNINGS	2,263,298	776,777	3,252,541	5,468,331	640,149	176,572	586,777	25,970,836	-	39,135,281
Net Income	259,575	4,579	(67,227)	(949,720)	1,297,063	78,011	(43,387)	705,009	-	1,283,903
Total Equity (Fund Balance)	2,104,459	1,105,226	5,147,113	1,351,281	6,568,824	317,385	708,591	28,101,611	-	45,404,490
Total LIABILITIES & EQUITY	\$ 4,515,964	\$ 1,105,226	\$ 5,147,696	\$ 6,988,542	\$ 6,884,508	\$ 635,831	\$ 709,523	\$ 37,076,275	\$ (2,052,739)	\$ 61,010,826

Highlands Ranch Community Association

Income Statement

**Actual to Budget Analysis
by
Operating Funds**

**HRCA Administrative Fund
Variance Analysis - Actual vs. Budget**

	July 2022 MTD Actual vs. Budget				July 2022 YTD Actual vs. Budget			
	Actual	Budget	Variance		Actual	Budget	Variance	
			\$	%			\$	%
Revenues								
Homeowner assessments	\$ 193,135	\$ 191,000	\$ 2,135	1%	\$ 1,336,829	\$ 1,337,000	\$ (171)	0%
Homeowner fees	73,483	102,917	(29,434)	(29%)	553,166	661,925	(108,759)	(16%)
Community improvement services	8,925	10,500	(1,575)	(15%)	82,980	73,500	9,480	13%
Legal Revenue	1,758	3,417	(1,658)	(49%)	25,420	23,917	1,503	6%
Community events	(21,795)	15,833	(37,628)	(238%)	135,154	101,333	33,821	33%
Management Fee	26,228	28,000	(1,772)	(6%)	187,908	226,500	(38,592)	(17%)
Interest and other revenue	5,950	13,413	(7,462)	(56%)	55,246	53,888	1,359	3%
Total revenues	287,685	365,079	(77,395)	(21%)	2,376,703	2,478,062	(101,359)	(4%)
Expenses								
Salaries and employee benefits	134,136	156,155	22,018	14%	1,112,708	1,149,296	36,589	3%
Facility operations	2,921	1,417	(1,504)	(106%)	12,582	9,917	(2,665)	(27%)
Professional services	42,442	43,405	962	2%	247,226	303,024	55,799	18%
Advertising	-	-	-	-	6,378	10,000	3,622	36%
Office expenses	12,079	10,876	(1,203)	(11%)	93,346	76,129	(17,217)	(23%)
Insurance	3,154	10,753	7,599	71%	31,466	64,765	33,298	51%
Information Technology Expenses	31,476	24,825	(6,652)	(27%)	178,101	163,881	(14,220)	(9%)
Occupancy	5,837	5,833	(3)	0%	40,384	40,835	451	1%
Program	-	-	-	-	-	-	-	-
Community events	78,815	87,958	9,143	10%	147,973	162,008	14,036	9%
Conferences, meetings and travel	2,238	2,350	112	5%	16,586	16,450	(136)	(1%)
Licenses and permits	-	-	-	-	-	-	-	-
Dues, subscriptions and memberships	1,545	2,163	617	29%	11,901	15,138	3,236	21%
Management Fee	15,258	13,750	(1,508)	(11%)	91,085	96,250	5,165	5%
Other operating expenses	-	583	583	100%	-	4,083	4,083	100%
Total expenses	329,901	360,067	30,166	8%	1,989,735	2,111,776	122,041	6%
Transfers								
Transfers - Capital Equipment	-	7,458	7,458	100%	-	52,206	52,206	100%
Transfers to Admin. Reserve Fund	8,896	18,666	9,770	52%	127,392	130,662	3,270	3%
Total transfers	8,896	26,124	17,228	66%	127,392	182,868	55,476	30%
Total expenses after transfers	338,797	386,191	47,394	12%	2,117,127	2,294,644	177,517	8%
Net revenue (expense)	\$ (51,113)	\$ (21,112)	\$ (30,001)	142%	\$ 259,576	\$ 183,418	\$ 76,158	42%

Variance materiality = \$10k and 10%

Variance Discussion - MTD Actual vs. Budget

- A - Lower late fees, legal fees, and status letter fees than budgeted
- B - Beer Fest revenue (\$50K) from June transferred to the Scholarship fund in July
- B - Salaries and medical insurance lower than expected

Variance Discussion - YTD Actual vs. Budget

- A - Lower transfer fees, legal fees, and status letter fees than budgeted
- B - Several events have exceeded budget year to date including Cold Cases and Cocktails, Misc Tastings, Spring Bazaar, and Super Hero. \$12K to be transferred to Cultural Affairs for Oaked and Smoked.
- C - Legal fees charged to Rec lower than budgeted
- D - Legal fee actuals lower than expected
- E - Budget did not include Q1 newsletter and printing costs due to Covid
- F - Variance relates to liability insurance invoicing timing compared to budget
- G - The Admin Reserve is overfunded in excess of \$1M so budgeted transfers are not required

Administrative Fund Community Events
YTD July 31, 2022

	Revenue	Expense	Profit/(Loss)
Adult Swim Night	871	900	(29)
Beer Festival	45,926	33,034	12,892
Cold Cases & Cocktails	11,988	1,287	10,702
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)
Garage Sale			-
General	170	5,361	(5,191)
Glow in the Dark Yoga	982	936	46
HRCA Camp Cups			-
HRCA Socks			-
Hometown Holiday Celebration		479	(479)
House Decorations			-
Jewelry Show	1,252	-	1,252
July 4th Fireworks		52,306	(52,306)
July 4th Parade	4,000	18,503	(14,503)
Miscellaneous Pop Up Events		417	(417)
Miscellaneous Tastings	6,688	277	6,411
Oaked & Smoked	24,205	12,375	11,830
Paranormal Party			-
Princess Teas	2,136	444	1,692
Rose in the Ranch			-
Recycling Events		150	(150)
Spirit Tastings			-
Spring Bazaar	12,056	241	11,815
Super Hero Party	2,700	1,423	1,277
Tequila and Tacos			-
Touch a Truck	-	-	-
	<u>135,154</u>	<u>147,973</u>	<u>(12,819)</u>

Comm. Relations & Marketing
FY22 Budget by Month

	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Total Budget
4400 - Community Events Revenue													
Tacos and Tequila								11,000					11,000
Adult Swim Night						1,500	-	-					1,500
Rose in the Ranch			-								3,500		3,500
Cold Cases and Cocktails	-	-	3,000	-	-	-	-	-	-	3,000	-	-	6,000
Miscellaneous Pop Up Events	83	83	83	83	83	83	83	83	83	83	83	83	1,000
HRCA Socks	-											100	100
Easter Egg Hunt			-	500									500
July 4th Parade							2,000						2,000
Farmers Market				500	1,000	1,000	1,500	1,000	1,000	500	500		7,000
Hometown Holiday Celebration												500	500
Beer Festival						45,000							45,000
Spirit Tastings	500	500											1,000
Spring Bazaar			10,000										10,000
Garage Sale					-				1,500				1,500
Fall Craft Show									-	15,000			15,000
Miscellaneous Tastings	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Doggie Splash	-	-	-	-	-	-	-	-	3,000				3,000
Paranormal Party										4,500			4,500
Jewelry Show											10,000		10,000
Touch a Truck					-			2,000					2,000
Glow in the Dark Yoga										1,200			1,200
Father Daughter Sweetheart Ball		18,000											18,000
Oaked & Smoked							12,000						12,000
Super Hero Party								2,000			-		2,000
Princess Teas			2,000							-		2,000	4,000
	833	18,833	15,333	1,333	1,333	47,833	15,833	16,333	5,833	24,533	14,333	2,933	165,300
5100 - Community Events Expense													
Tacos and Tequila								9,500					9,500
July 4th Fireworks							60,000						60,000
Adult Swim Night						700	-	-					700
House Decorating				-						75		75	150
Rose in the Ranch			-								2,000		2,000
Cold Cases and Cocktails	-	-	600	-	-	-	-	-	-	600	-	-	1,200
Senior Fair											150		150
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			-	3,000									3,000
July 4th Parade						15,000	15,000						30,000
Farmers Market							250						250
Hometown Holiday Celebration												15,000	15,000
Beer Festival						35,000							35,000
Spirit Tastings	750	750											1,500
Spring Bazaar				1,000									1,000
Garage Sale									700				700
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				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			900
Father Daughter Sweetheart Ball	9,320	3,680											13,000
Oaked & Smoked							12,000						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
Net Income	(9,945)	13,695	14,025	(3,375)	625	(3,575)	(72,125)	625	4,225	18,750	10,475	(14,850)	(41,450)

HRCR Recreation Fund
Variance Analysis - Actual vs. Budget

	July 2022 MTD Actual vs. Budget				July 2022 YTD Actual vs. Budget			
	Actual	Budget	Variance		Actual	Budget	Variance	
			\$	%			\$	%
Revenues								
Homeowner assessments	\$ 1,400,567	\$ 1,402,500	\$ (1,933)	0%	\$ 9,815,960	\$ 9,817,500	\$ (1,540)	0%
Community improvement services	-	-	-		-	-	-	
Recreation programs	620,410	637,549	(17,139)	(3%)	3,433,442	3,091,259	342,182	11% A
Facility operations	78,594	67,369	11,225	17%	529,853	469,599	60,255	13% B
Community events	-	-	-		-	-	-	
Advertising	-	-	-		-	-	-	
Management Fee	15,258	13,750	1,508	11%	91,085	96,250	(5,165)	(5%)
Interest and other revenue	22,415	1,667	20,749	1,245% A	235,447	45,917	189,531	413% C
Total revenues	2,137,244	2,122,835	14,410	1%	14,105,788	13,520,525	585,264	4%
Expenses								
Salaries and employee benefits	1,077,893	1,224,632	146,739	12% B	6,991,850	7,682,888	691,038	9%
Facility operations	69,405	80,461	11,056	14%	756,030	622,595	(133,435)	(21%) D
Professional services	33,802	33,883	82	0%	251,025	269,727	18,703	7%
Advertising	4,298	6,000	1,702	28%	42,433	42,000	(433)	(1%)
Office expenses	37,446	39,493	2,047	5%	297,781	276,450	(21,331)	(8%)
Insurance	19,438	32,259	12,820	40%	236,558	225,811	(10,748)	(5%)
Interest	-	-	-		-	-	-	
Information Technology Expenses	60,295	62,126	1,832	3%	428,498	434,884	6,386	1%
Occupancy	143,875	96,390	(47,485)	(49%) C	713,598	665,874	(47,724)	(7%)
Program	188,437	151,871	(36,565)	(24%) D	756,319	609,061	(147,257)	(24%) E
Community events	-	-	-		-	-	-	
Conferences, meetings and travel	935	500	(435)	(87%)	6,172	3,500	(2,672)	(76%)
Licenses and permits	3,067	4,292	1,225	29%	22,086	30,586	8,500	28%
Dues, subscriptions and memberships	160	333	173	52%	9,691	2,333	(7,358)	(315%)
Management Fee	26,228	28,000	1,772	6%	187,908	215,000	27,092	13% F
Other operating expenses	230	83	(147)	(176%)	785	2,583	1,799	70%
Total Expenses	1,665,510	1,760,324	94,814	5%	10,700,735	11,083,294	382,559	3%
Transfers								
Transfers for capital equipment	-	-	-		-	-	-	
Transfers to Rec. Reserve	393,618	429,464	35,846	8%	2,580,680	2,978,353	397,673	13% G
Transfers to Bond Fund	154,901	154,901	-	0%	1,511,593	1,505,026	(6,567)	0%
Transfers to Backcountry Fund	(82,500)	37,500	120,000	320% E	262,500	262,500	-	0%
Total Transfers	466,019	621,865	155,846	25%	4,354,773	4,745,879	391,106	8%
Total Expenses after Transfers	2,131,529	2,382,189	250,660	11%	15,055,507	15,829,173	773,665	5%
Net Revenue (Expense)	\$ 5,715	\$ (259,354)	\$ 265,070	(102%)	\$ (949,719)	\$ (2,308,648)	\$ 1,358,929	(59%)
	-	(0)	0		(0)	(0)	0	

Variance materiality = \$20k and 10%

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

Variance Discussion - MTD Actual vs. Budget

- A** - Favorable variance due to Grant Revenue for Preschool and Day Camps in 2022
- B** - Lower than budgeted salaries due to open positions - 19 open for Rec at end of July
- C** - July Occupancy includes two months of SunShare bills (June and July); also, utility bills are running higher than predicted.
- D** - Program expenses exceed budget due to greater program participation and increased revenue
- E** - Backcountry Operating was previously underfunded necessitating an additional transfer in June, which was reversed in July with increased operations

Variance Discussion - YTD Actual vs. Budget

- A** - Positive variance is due to better than expected participation across many programs, primarily youth sports, tumbling, tennis, and arts & education
- B** - Favorable variance for facility operations primarily due to \$39K for Admin lease of ER offices. In addition, facility rentals were higher than predicted for tennis, batting cages, golf simulator, and guest fees.
- C** - Variance primarily relates to favorable Grant Revenue for Preschool and Day Camps in 2022, currently \$21K/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** - Program expenses exceed budget due to greater program participation and increased revenue
- F** - Legal fees charged to Rec lower than budgeted
- G** - 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.

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

	July 2022 MTD Actual vs. Budget				July 2022 YTD Actual vs. Budget					
	Actual	Budget	Variance		Actual	Budget	Variance			
			\$	%			\$	%		
Revenues										
Recreation programs	\$ 273,696	\$ 248,000	25,696	10%	A	\$ 727,883	\$ 624,800	103,083	16%	A
Facility operations	16,916	8,954	7,962	89%	B	53,359	67,678	(14,319)	-21%	B
Interest and other revenue	-	8	(8)	-100%		-	56	(56)	-100%	
Total revenues	290,611	256,962	33,649	13%		781,242	692,534	88,708	13%	
Expenses										
Salaries and employee benefits	121,076	114,575	(6,501)	-6%	C	713,001	635,123	(77,878)	-12%	C
Facility operations	13,656	12,000	(1,656)	-14%		53,556	75,250	21,694	29%	D
Professional services	-	-	-			450	3,100	2,650	85%	
Office expenses	584	816	232	28%		3,022	7,216	4,194	58%	
Insurance	1,790	3,500	1,710	49%		21,830	24,500	2,670	11%	
Program	25,690	24,500	(1,190)	(5%)		154,301	122,900	(31,401)	(26%)	E
Conferences, meetings and travel	2,212	2,000	(212)	(11%)		13,727	16,000	2,273	14%	
Licenses and permits	-	110	110	100%		-	770	770	100%	
Total expenses	165,009	157,501	(7,509)	(5%)		959,886	884,859	(75,027)	(8%)	
Transfers										
Transfer To B.C. Reserve Fund	835	835	-	0%		5,845	5,845	-	0%	
Transfer from Recreation Fund	82,500	(37,500)	(120,000)	320%	D	(262,500)	(262,500)	-	0%	
Total transfers	83,335	(36,665)	(120,000)	327%		(256,655)	(256,655)	-	0%	
Total expenses after transfers	248,344	120,836	(127,509)	(106%)		703,231	628,204	(75,027)	(12%)	
Net revenue (expense)	\$ 42,267	\$ 136,126	\$ (93,859)	(69%)		\$ 78,011	\$ 64,330	\$ 13,681	21%	

Variance materiality = \$5k and 10%

Variance Discussion - MTD Actual vs. 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 was not booked in June. Catch-up in July resulted in 2 months of expenses hitting in July.
- C** - Program staff expense higher than budgeted due to labor market challenges and better than expected participation in youth camp.
- D** - Backcountry Operating was underfunded necessitating a \$120K additional transfer in June, which was reversed in July. YTD is on track vs budget.

Variance Discussion - YTD Actual vs. Budget

- A** - Positive variance is due to better than expected participation in horse trail rides and youth camp.
- B** - Variance primarily due lower than expected vegetation management revenue and cell tower lease revenue.
- C** - Program staff expense higher than budgeted due to labor market challenges and better than expected participation in horse trail rides and youth camp.
- D** - Variance due lower expenses in Vegetation, Natural Resource and Noxious Weed management; plus \$3.5K reimbursement received from Douglas County for prairie dog control.
- E** - Variance due to \$24K higher than budgeted expenses in Horse Trail Rides and \$5K higher than budget expense for Youth Camp, both due to increased participation.

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 July 31, 2022

	Current Month Actuals				Current Month Budget				Current Month Variance				Month to Date % Variance				
	Admin	Rec	BC	Total	Admin	Rec	BC	Total	Admin	Rec	BC	Total	Admin	Rec	BC	Total	
Revenues																	
Homeowner assessments and fees	193,135	1,400,567		1,593,702	191,000	1,402,500		1,593,500	2,135	(1,933)	-	202	1%	0%		0%	
Homeowner fees	73,483			73,483	102,917			102,917	(29,434)			(29,434)	-29%			-29%	
Community Improvement Services	8,925	-		8,925	10,500	-		10,500	(1,575)	-	-	(1,575)	-15%			-15%	
Recreation programs	1,758	620,410	273,696	895,864	3,417	637,549	248,000	888,965	(1,658)	(17,139)	25,696	6,898	-49%	-3%	10%	1%	
Facility operations	-	78,594	16,916	95,510	-	67,369	8,954	76,323	-	11,225	7,962	19,187		17%	89%	25%	
Community Events	(21,795)	-	-	(21,795)	15,833	-	-	15,833	(37,628)	-	-	(37,628)	-238%			-238%	
Advertising	-	-	-	-	-	-	-	-	-	-	-	-					
Management Fee	26,228	15,258	-	41,486	28,000	13,750	-	41,750	(1,772)	1,508	-	(264)	-6%	11%		-1%	
Interest and other revenue	5,950	22,415	-	28,366	13,413	1,667	8	15,087	(7,462)	20,749	(8)	13,278	-56%	1245%	-100%	88%	
Total revenues	287,685	2,137,244	290,611	2,715,540	365,079	2,122,835	256,962	2,744,876	(77,395)	14,410	33,649	(29,336)	-21%	1%	13%	-1%	
Expenses																	
Salaries and employee benefits	134,136	1,077,893	121,076	1,333,105	156,155	1,224,632	114,575	1,495,361	22,018	146,739	(6,501)	162,256	14%	12%	-6%	11%	
Facility operations	2,921	69,405	13,656	85,982	1,417	80,461	12,000	93,878	(1,504)	11,056	(1,656)	7,896	-106%	14%	-14%	8%	
Professional services	42,442	33,802	-	76,244	43,405	33,883	-	77,288	962	82	-	1,044	2%	0%		1%	
Advertising	-	4,298	-	4,298	-	6,000	-	6,000	-	1,702	-	1,702		28%		28%	
Office expenses	12,079	37,446	584	50,110	10,876	39,493	816	51,185	(1,203)	2,047	232	1,075	-11%	5%	28%	2%	
Insurance	3,154	19,438	1,790	24,383	10,753	32,259	3,500	46,512	7,599	12,820	1,710	22,129	71%	40%	49%	48%	
Interest	-	-	-	-	-	-	-	-	-	-	-	-					
IT Expenses	31,476	60,295	-	91,771	24,825	62,126	-	86,951	(6,652)	1,832	-	(4,820)	-27%	3%		-6%	
Occupancy	5,837	143,875	-	149,712	5,833	96,390	-	102,223	(3)	(47,485)	-	(47,489)	0%	-49%		-46%	
Program	-	188,437	25,690	214,127	-	151,871	24,500	176,371	-	(36,565)	(1,190)	(37,756)		-24%	-5%	-21%	
Community events	78,815	-	-	78,815	87,958	-	-	87,958	9,143	-	-	9,143	10%			10%	
Conferences, meetings and travel	2,238	935	2,212	5,385	2,350	500	2,000	4,850	112	(435)	(212)	(535)	5%	-87%	-11%	-11%	
Licenses and permits	-	3,067	-	3,067	-	4,292	110	4,402	-	1,225	110	1,335		29%	100%	30%	
Dues, subscriptions and memberships	1,545	160	-	1,705	2,163	333	-	2,496	617	173	-	791	29%	52%		32%	
Management Fee	15,258	26,228	-	41,486	13,750	28,000	-	41,750	(1,508)	1,772	-	264	-11%	6%		1%	
Other operating expenses	-	230	-	230	583	83	-	667	583	(147)	-	436	100%	-176%		65%	
Total expenses	329,901	1,665,510	165,009	2,160,421	360,067	1,760,324	157,501	2,277,892	30,166	94,814	(7,509)	117,471	8%	5%	-5%	5%	
Transfers																	
Transfers for capital equipment	-	-	-	-	7,458	-	-	7,458	7,458	-	-	7,458	100%	0%	0%	100%	
Transfers to Admin. Reserve Fund	8,896			8,896	18,666			18,666	9,770	-	-	9,770	52%	0%	0%	52%	
Transfers to Rec. Reserve		393,618		393,618		429,464		429,464	-	35,846	-	35,846	0%	8%	0%	8%	
Transfers to Bond Fund		154,901		154,901		154,901		154,901	-	-	-	-	0%	0%	0%	0%	
Transfers to Backcountry Reserve			82,500	82,500			(37,500)	(37,500)	-	-	(120,000)	(120,000)	0%	0%	320%	320%	
Transfers to Backcountry Fund		(82,500)	835	(81,665)		37,500	835	38,335	-	120,000	-	120,000	0%	320%	0%	313%	
Total Transfers	8,896	466,019	83,335	558,250	26,124	621,865	(36,665)	611,324	17,228	155,846	(120,000)	53,074	66%	25%	327%	9%	
Total expense after transfers	338,797	2,131,529	248,344	2,718,671	386,191	2,382,189	120,836	2,889,216	47,394	250,660	(127,509)	170,545	12%	11%	-106%	6%	
Net revenue (expense)	(51,113)	5,715	42,267	(3,130)	(21,112)	(259,354)	136,126	(144,340)	(30,001)	265,070	(93,859)	141,210	142%	-102%	-69%	-98%	

HRCA
Statement of Revenues and Expenses
For the Year Ending July 31, 2022

	Year to Date Actuals				Year to Date Budget				Year to Date Variance				Year to Date % Variance			
	Admin	Rec	BC	Total	Admin	Rec	BC	Total	Admin	Rec	BC	Total	Admin	Rec	BC	Total
Revenues																
Homeowner assessments and fees	1,336,829	9,815,960		11,152,790	1,337,000	9,817,500		11,154,500	(171)	(1,540)	-	(1,710)	0%	0%		0%
Homeowner fees	553,166				661,925			661,925	(108,759)			(108,759)	-16%			-16%
Community Improvement Services	82,980	-		82,980	73,500	-		73,500	9,480	-	-	9,480	13%			13%
Recreation programs	25,420	3,433,442	727,883	4,186,745	23,917	3,091,259	624,800	3,739,976	1,503	342,182	103,083	446,769	6%	11%	16%	12%
Facility operations	-	529,853	53,359	583,213	-	469,599	67,678	537,277	-	60,255	(14,319)	45,936		13%	-21%	9%
Community Events	135,154	-	-	135,154	101,333	-	-	101,333	33,821	-	-	33,821	33%			33%
Advertising	-	-	-	-	-	-	-	-	-	-	-	-				
Management Fee	187,908	91,085	-	278,994	226,500	96,250	-	322,750	(38,592)	(5,165)	-	(43,756)	-17%	-5%		-14%
Interest and other revenue	55,246	235,447	-	290,694	53,888	45,917	56	99,860	1,359	189,531	(56)	190,833	3%	413%	-100%	191%
Total revenues	2,376,703	14,105,788	781,242	16,710,568	2,478,062	13,520,525	692,534	16,691,121	(101,359)	585,264	88,708	572,612	-4%	4%	13%	3%
Expenses																
Salaries and employee benefits	1,112,708	6,991,850	713,001	8,817,559	1,149,296	7,682,888	635,123	9,467,307	36,589	691,038	(77,878)	649,748	3%	9%	-12%	7%
Facility operations	12,582	756,030	53,556	822,168	9,917	622,595	75,250	707,762	(2,665)	(133,435)	21,694	(114,406)	-27%	-21%	29%	-16%
Professional services	247,226	251,025	450	498,700	303,024	269,727	3,100	575,852	55,799	18,703	2,650	77,151	18%	7%	85%	13%
Advertising	6,378	42,433	-	48,811	10,000	42,000	-	52,000	3,622	(433)	-	3,189	36%	-1%		6%
Office expenses	93,346	297,781	3,022	394,149	76,129	276,450	7,216	359,796	(17,217)	(21,331)	4,194	(34,354)	-23%	-8%	58%	-10%
Insurance	31,466	236,558	21,830	289,854	64,765	225,811	24,500	315,075	33,298	(10,748)	2,670	25,221	51%	-5%	11%	8%
Interest	-	-	-	-	-	-	-	-	-	-	-	-				
IT Expenses	178,101	428,498	-	606,598	163,881	434,884	-	598,765	(14,220)	6,386	-	(7,834)	-9%	1%		-1%
Occupancy	40,384	713,598	-	753,982	40,835	665,874	-	706,709	451	(47,724)	-	(47,273)	1%	-7%		-7%
Program	-	756,319	154,301	910,620	-	609,061	122,900	731,961	-	(147,257)	(31,401)	(178,659)		-24%	-26%	-24%
Community events	147,973	-	-	147,973	162,008	-	-	162,008	14,036	-	-	14,036	9%			9%
Conferences, meetings and travel	16,586	6,172	13,727	36,484	16,450	3,500	16,000	35,950	(136)	(2,672)	2,273	(534)	-1%	-76%	14%	-1%
Licenses and permits	-	22,086	-	22,086	-	30,586	770	31,356	-	8,500	770	9,270		28%	100%	30%
Dues, subscriptions and memberships	11,901	9,691	-	21,592	15,138	2,333	-	17,471	3,236	(7,358)	-	(4,122)	21%	-315%		-24%
Management Fee	91,085	187,908	-	278,994	96,250	215,000	-	311,250	5,165	27,092	-	32,256	5%	13%		10%
Other operating expenses	-	785	-	785	4,083	2,583	-	6,667	4,083	1,799	-	5,882	100%	70%		88%
Total expenses	1,989,735	10,700,735	959,886	13,650,356	2,111,776	11,083,294	884,859	14,079,928	122,041	382,559	(75,027)	429,573	6%	3%	-8%	3%
Transfers																
Transfers for capital equipment	-	-	-	-	52,206	-	-	52,206	52,206	-	-	52,206	100%			100%
Transfers to Admin. Reserve Fund	127,392	-	-	127,392	130,662	-	-	130,662	3,270	-	-	3,270	3%			3%
Transfers to Rec. Reserve	-	2,580,680	-	2,580,680	-	2,978,353	-	2,978,353	-	397,673	-	397,673		13%		13%
Transfers to Bond Fund	-	1,511,593	-	1,511,593	-	1,505,026	-	1,505,026	-	(6,567)	-	(6,567)		0%		0%
Transfers to Backcountry Reserve	-	-	(262,500)	(262,500)	-	-	(262,500)	(262,500)	-	-	-	-			0%	0%
Transfers to Backcountry Fund	-	262,500	5,845	268,345	-	262,500	5,845	268,345	-	-	-	-		0%	0%	0%
Total Transfers	127,392	4,354,773	(256,655)	4,225,510	182,868	4,745,879	(256,655)	4,672,092	55,476	391,106	-	446,582	30%	8%	0%	10%
Total expense after transfers	2,117,127	15,055,507	703,231	17,875,866	2,294,644	15,829,173	628,204	18,752,020	177,517	773,665	(75,027)	876,155	8%	5%	-12%	5%
Net revenue (expense)	259,576	(949,719)	78,011	(1,165,298)	183,418	(2,308,648)	64,330	(2,060,899)	76,158	1,358,929	13,681	1,448,767	42%	-59%	21%	-70%