



# Delegate Meeting Agenda

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| I. Call to Order  | 6:00 p.m. |
| II. Speaker – Centennial Water   <i>Sam Calkins, drought update</i>   | 6:02 p.m. |
| III. Pledge of Allegiance   | 6:20 p.m. |
| IV. Roll Call/Establishment of Quorum   | 6:21 p.m. |
| V. Proof of Notice of Meeting   | 6:23 p.m. |
| VI. Approval of Minutes from the Preceding Meeting of the Delegates<br>May 16, 2023   | 6:25 p.m. |
| VII. Member Forum   <i>Sign-up in advance; 3-minute time limit</i>  | 6:25 p.m. |
| VIII. Board of Directors Report   | 6:35 p.m. |
| IX. General Manager Report   <i>Mike Bailey</i> <ul style="list-style-type: none"><li>Douglas County Sheriff's Department Updates</li></ul>   | 6:40 p.m. |
| X. Department Updates <ul style="list-style-type: none"><li>No Updates</li></ul>  | 6:45 p.m. |
| XI. Continued/New Business <ul style="list-style-type: none"><li>Bylaw Committee Proposed Amendments</li><li>2<sup>nd</sup> Delegate Election Update: Contested Districts</li></ul> | 6:50 p.m. |
| XII. Delegate Forum   <i>Sign-up in advance; 3-minute time limit</i>  | 6:55 p.m. |
| XIII. Adjournment   | 7:00 p.m. |

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.  
The Next Delegate and Board meeting will be held on Tuesday, July 18, 2023.

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



# Delegate Meeting Minutes

**Agenda item:** Speaker – Douglas County Assessor’s Office      **Presenter:** Toby Damisch

Toby Damisch presented what is going on at the Assessor’s office, how the offices are run, how the staff works, what assessment timelines are, where assessments come from, and where assessment dollars go. Toby shared how the 2023/2024 valuation study was conducted and how taxes are calculated. Toby informed attendees on how to file an appeal. The appeal deadline is June 8, 2023, and the Assessor’s office has until August 15, 2023, to inform people who filed an appeal of the determination. Toby also informed Delegates and Members about Senate Bill 23 303. Time was allowed for attendee questions.

**Agenda item:** General Manager Report – Douglas County Sheriff’s Department      **Presenter:** Dave Walcher  
Mike McIntosh

The Douglas County Sheriff’s Department, Undersheriff Dave Walcher, and Bureau Chief Deputy Mike McIntosh gave a presentation showing an overview of the Sheriff’s Office. Dave shared information regarding the Sheriff’s Office organizational chart and crime data within Highlands Ranch, including assault, burglary, drug/narcotic violations, false pretense/swindle, murder and non-negligent manslaughter, theft, trespass, motor vehicle theft, and robberies. Time was allowed for attendee questions.

**Agenda item:** Call to Order      **Presenter:** Jim Allen

Jim Allen called the meeting to order at 7:28 p.m.

**Agenda item:** Pledge of Allegiance      **Presenter:** Jim Allen

Jim Allen led the meeting in the Pledge of Allegiance.

**Agenda item:** Proof of Notice of Meeting      **Presenter:** Kurt Huffman

Kurt Huffman confirmed the Proof of Notice of Meeting.

**Agenda item:** Roll Call/Establishment of Quorum      **Presenter:** Theresa Hill

**Conclusions:**

A quorum was established; 19,087 lots of 31,934 lots were present.

**Agenda item:** Approval of Minutes for the Meeting of the Delegates for the April 18, 2023 Meeting      **Presenter:** Jim Allen

**Conclusions:**

April 2023 minutes were approved—motioned by Mark Dickerson, representing District 110, and seconded by Rebecca Rothwell, representing District 26. Motion carried.



**Agenda item:** Member Forum

**Presenter:** N/A

**Discussion:**

Patricia Ann Ward: Shared about an unfavorable incident at her workplace where her truck was vandalized, and her other vehicle was vandalized in front of her home. Inquired about a neighborhood crime watch and wanted to inform residents about what is happening in Highlands Ranch.

Bethany Koch: Asked permission to be on the Delegate agenda for next month to present a sustainability committee to the Delegate Body. The purpose of the sustainability committee would be to provide environmental sustainability through energy, water, and waste. Possible ideas would be compost committees and increased communication around recycling. It would also be beneficial to educate the community about ideas. Delegates were informed this request could be made during the 'New Business' agenda item.

**Agenda item:** Board of Directors Report

**Presenter:** Jim Allen

**Conclusions:**

Jim Allen presented a PowerPoint. He updated Delegates on the Golf Tournament happening on June 15 and invited them to attend as a sponsor or golfer.

He shared a recap of the Quarterly Board Review that occurred on April 28, 2023.

**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Conclusions:**

Mike Bailey presented a PowerPoint. He shared information on the Eastridge Locker Room Renovation Project that is currently underway. He also shared information about the 2<sup>nd</sup> Delegate Election and process. He invited Delegates to attend a tour of Southridge occurring on June 20 before the Delegate Meeting. The Backcountry is also doing UTV Tours. A link to sign up for a tour will be sent out in the monthly recap email.

**Agenda item:** Department Updates

**Presenter:** HRCA Staff

**Conclusions:**

No Department Updates.

**Agenda item:** Continued/New Business

**Presenter:** N/A

**Conclusions:**

No New Business.

**Agenda item:** Delegate Forum

**Presenter:** Delegates

**Discussion:**

Connie Manzer | Delegate District 79: Connie brought up House Bill 23-213, Statewide Zoning. Mike Bailey provided information.

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**Agenda item:** Adjournment

**Presenter:** Jim Allen

**Conclusions:**

The Meeting of the Delegates was adjourned at 7:57 p.m.

**Respectfully submitted,**

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*Kurt Huffman, Secretary*

DISTRICT DELEGATE ROLL CALL  
MEETING DATE: May 16, 2023  
RECORD DATE: May 16, 2023

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
1	LESLIE MILLER			297	-	-	-	-	-	-
2	DENNIS EPPERLY	X		266	266	-	-	-	-	-
3	VACANT			184	-	-	-	-	-	-
4	ROY KING (Stratton Ridge)			153	-	-	-	-	-	-
5	JUDY DYK (Bradford Hills)			108	-	-	-	-	-	-
6	LARISA KNAFELC (Sugarmill)			126	-	-	-	-	-	-
7	MICHAEL RILEY			295	-	-	-	-	-	-
8	VACANT (Chalet)			97	-	-	-	-	-	-
9	SUE LEDOLPH (Remington Bluffs)	P		50	-	50	-	-	-	-
10	JIM MATSEY			143	-	-	-	-	-	-
11	VACANT			251	-	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills)	X		113	113	-	-	-	-	-
13	HILARY PRICE	X		199	199	-	-	-	-	-
14	TAMMY KELLY	P		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	ANDREW CURRIER	X		189	189	-	-	-	-	-
22	BRYAN WALSH	X		132	-	-	-	-	-	-
23	MICHAEL MEEHAN	X		142	142	-	-	-	-	-
24	CONNIE ROSEL	X		83	83	-	-	-	-	-
25	ANDY JONES	X		438	438	-	-	-	-	-
26	REBECCA ROTHWELL	X		183	183	-	-	-	-	-
27	VACANT			242	-	-	-	-	-	-
28	BRYAN WALSH			48	-	-	-	-	-	-
30	JOE AHLGRIM (Timberline)	X		368	368	-	-	-	-	-
40	FRANK IMPINNA	X		368	368	-	-	-	-	-
41	TOMMY DOLAN	P		366	-	366	-	-	-	-
49	VACANT			291	-	-	-	-	-	-
50	LINDA MALLETT (Glencroft)			345	-	-	-	-	-	-
51	SID BASU			253	-	-	-	-	-	-
52	CLINTON CAVE	P		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	RUSSELL KING	X		130	130	-	-	-	-	-
65	DON WOODLAND			96	-	-	-	-	-	-
66	JEFF ROHR	X		224	224	-	-	-	-	-
68	HOMAR ALVARADO	P		152	-	-	-	-	-	-
69	LOUISE ANSARI			182	-	-	-	-	-	-
70	TERI HJELMSTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)	X		26	26	-	-	-	-	-
73	VACANT			1,184	-	-	-	-	-	-
74	BILL BLETNER	X		940	940	-	-	-	-	-
75	VACANT			74	-	-	-	-	-	-
76	BRET ROGERS	X		223	223	-	-	-	-	-
77	MELISSA SMESSEART	P		420	-	420	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	GRACE MCMAHON (The Retreat)	X		101	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	VACANT			778	-	-	-	-	-	-
83	ANDY NATALIE			180	-	-	-	-	-	-
84	DAVID ALPERT			705	-	-	-	-	-	-
85	DEBORAH SPICER	X		784	784	-	-	-	-	-
86	VACANT			1,290	-	-	-	-	-	-
87	JENNIFER HARRIS (Indigo Hill)	X		481	481	-	-	-	-	-
88	CAROLYN GROOM (Weatherstone)	X		294	294	-	-	-	-	-
89	MARY KAY COURTNEY (Villages at H.R.)	X		323	323	-	-	-	-	-
90	BARBARA SMITH (Spaces)	P		250	-	250	-	-	-	-
91	GINGER NIXT (Settlers Village)			199	-	-	-	-	-	-
92	MICHELLE RATCLIFF (Canyon Ranch)	X		440	440	-	-	-	-	-
93	JENNIFER PARK			260	-	-	-	-	-	-
94	AL PELKOWSKI (Westridge Knolls)	X		617	617	-	-	-	-	-
95	TOM RYNO	X		56	56	-	-	-	-	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	WILLIAM SMITH	P		336	-	336	-	-	-	-
98	DANA SCANTLAND (Sundance @ Indigo Hill)			225	-	-	-	-	-	-
99	MICHAEL PETRUCELLI (Carlyle Park)	P		213	-	213	-	-	-	-
100	VACANT			177	-	-	-	-	-	-
101	VACANT			111	-	-	-	-	-	-
102	PAULA BACHELLER	X		202	202	-	-	-	-	-
103	VACANT			401	-	-	-	-	-	-
104	VACANT			532	-	-	-	-	-	-
105	JOSEPH ADEN			353	-	-	-	-	-	-
106	RTA NORRIS			226	-	-	-	-	-	-
107	ALDIS SIDES (HR Golf Club)	X		579	579	-	-	-	-	-
108	VACANT			208	-	-	-	-	-	-
109	LEO STEGMAN (Backcountry)	P		1,252	-	1,252	-	-	-	-
110	MARK DICKERSON (Stonebury)	X		87	87	-	-	-	-	-
111	MIKE WOODLAND (Firelight)	X		1,863	1,863	-	-	-	-	-
112	PATTIE MCGUINNESS (Highland Walk)	X		298	298	-	-	-	-	-
113	FRANK IMPINNA	X		517	517	-	-	-	-	-
114	CLAY KARR (The Hearth)	P		1,652	-	1,652	-	-	-	-
115	COLIN CAMPBELL (Browstones)	X		359	359	-	-	-	-	-
116	ROBERT STRAUSS (Tresana)			557	-	-	-	-	-	-
120	VACANT (Clock Tower Residences)			318	-	-	-	-	-	-
121	ROBERT BLACKINGTON	X		200	200	-	-	-	-	-
200	VACANT (Commercial District)			396	-	-	-	-	-	-
212	VACANT (Stonesbridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park)	X		523	523	-	-	-	-	-
TOTAL				31,934	13,811	5,276	-	-	-	-
QUORUM	51%			16,236				19,087	117%	

**FIRST AMENDMENT TO THE  
AMENDED AND RESTATED BYLAWS  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

THIS FIRST AMENDMENT to the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("First Amendment") is effective this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECITALS

WHEREAS, on November 14, 2017, the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Amended and Restated Bylaws") were adopted by a vote of the requisite number of Delegates at a meeting of the Delegates held for the purpose of adopting such Amended and Restated Bylaws; and

WHEREAS, on November 29, 2017, the Amended and Restated Bylaws were recorded in the real property records of the Clerk and Recorder for Douglas County, Colorado at Reception No. 2017080631; and

WHEREAS, the Delegates of the Highlands Ranch Community Association desire to amend Section 5.3 of the Amended and Restated Bylaws to conform the qualifications of Delegates with the qualifications of Directors; and

WHEREAS, pursuant to Article XI, Section 11.1 of the Amended and Restated Bylaws, the Amended and Restated Bylaws may be amended, at a regular or special meeting of the Delegates called for such purpose, by a vote of a majority of quorum of Delegates present in person or by proxy at such meeting of the Delegates; and

WHEREAS, a majority of a quorum of Delegates at a meeting called in part for the purpose of voting on this First Amendment, voted to approve this First Amendment.

NOW THEREFORE, the Amended and Restated Bylaws are hereby amended as follows:

**I. Article V, Section 5.3 of the Amended and Restated Bylaws is deleted in its entirety and replaced with the following:**

**"5.3 Qualifications of Delegates.** In order to qualify as a Delegate, a Person must (a) be a natural person, (b) an Owner of a Privately Owned Site within the Community Association Area, or the spouse of such an Owner, who is designated by the Owner as the authorized agent of the Owner, and (c) must reside within the Community Association Area. If a Privately Owned Site is owned by an Entity, a natural person who is an authorized agent of such Entity shall be qualified to be a Delegate if such Privately Owned Site is within the Community Association Area and such natural person resides within the Community Association Area. If a Privately Owned Site is owned by multiple Owners, each Owner shall be eligible to be a Delegate. If a Delegate ceases to be an Owner of a Privately Owned Site within the Community Association Area, ceases to reside within the Community Association Area or if a Delegate, who is an authorized agent of his or her spouse, who is an Owner, or of an Entity, ceases to be such authorized agent, or if the spouse of the Delegate, on whose behalf the Delegate is acting as an authorized agent or the Entity of which a Delegate is an agent transfers title to his or her or its Privately Owned Site, such person's term as a Delegate shall immediately terminate and a new Delegate shall be elected as promptly as possible to fill such vacancy in the manner provided for in Section 5.7 of these Bylaws. Any

Delegate who is more than sixty (60) days delinquent in payment of any Assessments, who is in violation of any provision of the Governing Documents of the Association for more than thirty (30) days, after notice and the opportunity for a hearing have been provided, or has been convicted of a felony shall not be qualified to be elected or serve as a Delegate. If a Delegate is not qualified to serve as a Delegate, the Delegate position shall be deemed vacant.”

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, and that the foregoing was approved by a majority vote of Delegates, voting in person or by proxy, at a duly called meeting of the Delegates called in part for such purpose at which a quorum of Delegates was present.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary

**SECOND AMENDMENT TO THE  
AMENDED AND RESTATED BYLAWS  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

THIS SECOND AMENDMENT to the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Second Amendment") is effective this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECITALS

WHEREAS, on November 14, 2017, the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Amended and Restated Bylaws") were adopted by a vote of the requisite number of Delegates at a meeting of the Delegates held for the purpose of adopting such Amended and Restated Bylaws; and

WHEREAS, on November 29, 2017, the Amended and Restated Bylaws were recorded in the real property records of the Clerk and Recorder for Douglas County, Colorado at Reception No. 2017080631; and

WHEREAS, the Delegates of the Highlands Ranch Community Association desire to amend Section 6.12 of the Amended and Restated Bylaws to provide that a Delegate shall be elected to preside as Chairperson at all meetings of the Delegates and to also elect a Vice Chairperson to preside at any meeting of the Delegates at which the Chairperson is not present; and

WHEREAS, pursuant to Article XI, Section 11.1 of the Amended and Restated Bylaws, the Amended and Restated Bylaws may be amended, at a regular or special meeting of the Delegates called for such purpose, by a vote of a majority of quorum of Delegates present in person or by proxy at such meeting of the Delegates; and

WHEREAS, a majority of a quorum of Delegates at a meeting called in part for the purpose of voting on this Second Amendment, voted to approve this Second Amendment.

NOW THEREFORE, the Amended and Restated Bylaws are hereby amended as follows:

**I. Section 6.12 of the Amended and Restated Bylaws is deleted in its entirety and replaced with the following:**

**"6.12 Chairperson of Meetings.** At the annual meeting of Delegates or at any other regular meeting of the Delegates or special meeting of the Delegates called for such purpose, the Delegates shall elect by a majority vote of quorum, a Delegate to serve as Chairperson of the Delegates for the limited purpose of presiding over all meetings of the Delegates and a Vice Chairperson to preside over any meeting of the Delegates at which the Chairperson is not present. From the date such Chairperson and Vice Chairperson are elected by the Delegates, such Chairperson and Vice Chairperson shall serve until the next annual meeting of Delegates. If a Chairperson or Vice Chairperson is no longer qualified to serve as a Delegate, resigns as Chairperson or Vice Chairperson or becomes incapacitated and is no longer able to serve as Chairperson or Vice Chairperson, at the next regularly scheduled meeting of the Delegates or at a special meeting of Delegates called for such purpose, the Delegates shall elect another Delegate to serve as Chairperson or Vice Chairperson, as applicable, until the next annual meeting of the Delegates. At a meeting of the Delegates called for such purpose, by a vote of a majority of quorum, the Delegates shall have the authority to remove a Chairperson or Vice Chairperson and to elect a Delegate to replace such Chairperson or Vice Chairperson until the next annual meeting of Delegates."



I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, and that the foregoing was approved by a majority vote of Delegates, voting in person or by proxy, at a duly called meeting of the Delegates called in part for such purpose at which a quorum of Delegates was present.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary

**THIRD AMENDMENT TO THE  
AMENDED AND RESTATED BYLAWS  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

THIS THIRD AMENDMENT to the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Third Amendment") is effective this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECITALS

WHEREAS, on November 14, 2017, the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Amended and Restated Bylaws") were adopted by a vote of the requisite number of Delegates at a meeting of the Delegates held for the purpose of adopting such Amended and Restated Bylaws; and

WHEREAS, on November 29, 2017, the Amended and Restated Bylaws were recorded in the real property records of the Clerk and Recorder for Douglas County, Colorado at Reception No. 2017080631; and

WHEREAS, the Delegates of the Highlands Ranch Community Association desire to amend Section 6.7 of the Amended and Restated Bylaws to change the quorum requirements for meetings of the Delegates; and

WHEREAS, pursuant to Article XI, Section 11.1 of the Amended and Restated Bylaws, the Amended and Restated Bylaws may be amended, at a regular or special meeting of the Delegates called in part for such purpose, by a vote of a majority of quorum of Delegates present in person or by proxy at such meeting of the Delegates; and

WHEREAS, a majority of a quorum of Delegates at a meeting called in part for the purpose of voting on this Third Amendment, voted to approve this Third Amendment.

NOW THEREFORE, the Amended and Restated Bylaws are hereby amended as follows:

- I. Section 6.7 of the Amended and Restated Bylaws is amended to change the quorum requirement for meetings of the Delegates from 51% of the votes of all Delegates to 50% of the votes of all Delegates plus 1 vote of a Privately Owned Site to establish quorum. Section 6.7 of the Amended and Restated Bylaws now reads in its entirety as follows:**

**"6.7 Quorum at Delegates' Meetings.** Except as may be otherwise provided in the Community Declaration, the Articles of Incorporation or these Bylaws, and except as hereinafter provided with respect to the calling of another meeting of Delegates, the presence in person or by proxy of Delegates entitled to cast at least 50% of the votes plus 1 vote of a Privately Owned Site shall constitute a quorum at any meeting of Delegates. Delegates present at a duly organized meeting of Delegates may continue to transact business until adjournment, notwithstanding the withdrawal of Delegates so as to leave less than a quorum. If the required quorum is not present at any meeting of Delegates, another meeting may be called, subject to the notice requirements hereinabove specified, and the presence of Delegates entitled to cast at least 25% of the votes of all Delegates shall, except as may be otherwise provided in the Community Declaration, the Articles of Incorporation or these Bylaws, constitute a quorum at such meeting."

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, and that the foregoing was approved by a majority vote of Delegates, voting in person or by proxy, at a duly called meeting of the Delegates in part for such purpose at which a quorum of Delegates was present.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary

**FOURTH AMENDMENT TO THE  
AMENDED AND RESTATED BYLAWS  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

THIS FOURTH AMENDMENT to the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Fourth Amendment") is effective this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECITALS

WHEREAS, on November 14, 2017, the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Amended and Restated Bylaws") were adopted by a vote of the requisite number of Delegates at a meeting of the Delegates held for the purpose of adopting such Amended and Restated Bylaws; and

WHEREAS, on November 29, 2017, the Amended and Restated Bylaws were recorded in the real property records of the Clerk and Recorder for Douglas County, Colorado at Reception No. 2017080631; and

WHEREAS, the Delegates of the Highlands Ranch Community Association desire to amend Section 7.4 of the Amended and Restated Bylaws to increase the number of Directors from five to seven Directors; and

WHEREAS, pursuant to Article XI, Section 11.1 of the Amended and Restated Bylaws, the Amended and Restated Bylaws may be amended, at a regular or special meeting of the Delegates called for such purpose, by a vote of a majority of quorum of Delegates present in person or by proxy at such meeting of the Delegates; and

WHEREAS, a majority of a quorum of Delegates at a meeting called in part for the purpose of voting on this Fourth Amendment, voted to approve this Fourth Amendment.

NOW THEREFORE, the Amended and Restated Bylaws are hereby amended as follows:

- I. Section 7.4 of the Amended and Restated Bylaws is deleted in its entirety and replaced with the following:**

**"7.4 Number of Directors and Prohibition on Directors from the Same Delegate District Serving on the Board.**

- A.** Until the annual meeting of Delegates which will be held in March of 2024, the number of Directors of the Community Association shall be five (5). At the annual meeting of Delegates which will be held in March of 2024, three (3) Directors shall be elected to fill the three (3) open seats on the Board with terms ending in March of 2024. At the annual meeting of Delegates held in March of 2025, two (2) Directors shall be elected to fill the two (2) open seats on the Board with terms ending in March of 2025. At the annual meeting of Delegates held in March of 2026, two (2) additional Directors shall be elected to serve on the Board to increase the total number of Directors of the Community Association to seven (7) and that number of Directors shall remain at seven (7) until such time as these Bylaws are amended to increase or decrease the number of Directors. The number of Directors may be increased or decreased from time to time by amendment of these Bylaws provided that the number of Directors shall not be less than three (3)

and no decrease in the number of Directors shall have the effect of shortening the term of any incumbent Director.”

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, and that the foregoing was approved by a majority vote of Delegates, voting in person or by proxy, at a duly called meeting of the Delegates in part for such purpose at which a quorum of Delegates was present.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Secretary

**FIFTH AMENDMENT TO THE  
AMENDED AND RESTATED BYLAWS  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

THIS FIFTH AMENDMENT to the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Fifth Amendment") is effective this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECITALS

WHEREAS, on November 14, 2017, the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Amended and Restated Bylaws") were adopted by a vote of the requisite number of Delegates at a meeting of the Delegates held for the purpose of adopting such Amended and Restated Bylaws; and

WHEREAS, on November 29, 2017, the Amended and Restated Bylaws were recorded in the real property records of the Clerk and Recorder for Douglas County, Colorado at Reception No. 2017080631; and

WHEREAS, the Delegates of the Highlands Ranch Community Association desire to amend Section 7.5 A of the Amended and Restated Bylaws to provide for three year staggered terms for Directors and to preserve Section 7.5 B as currently written; and

WHEREAS, pursuant to Article XI, Section 11.1 of the Amended and Restated Bylaws, the Amended and Restated Bylaws may be amended, at a regular or special meeting of the Delegates called in part for such purpose, by a vote of a majority of quorum of Delegates present in person or by proxy at such meeting of the Delegates; and

WHEREAS, a majority of a quorum of Delegates at a meeting called in part for the purpose of voting on this Fifth Amendment, voted to approve this Fifth Amendment.

NOW THEREFORE, the Amended and Restated Bylaws are hereby amended as follows:

**I. Section 7.5 A of the Amended and Restated Bylaws is deleted in its entirety and replaced with the following:**

"A. For all Directors elected prior to the annual meeting of the Delegates held in March of 2024, the term of office for such Directors shall be for two years. Beginning with the class of Directors elected by the Delegates in March of 2024 as specified above in Section 7.4 of these Bylaws, the term of such Directors shall be for three year terms. For the class of Directors elected at the annual meeting of Delegates held in March of 2025 as specified above in Section 7.4 of these Bylaws, the term of such Directors shall be for three year terms. For the class of Directors elected at the annual meeting of Delegates in March of 2026 as specified above in Section 7.4 of these Bylaws, the term of such Directors shall be for three year terms. Following the election of Directors in 2024, 2025 and 2026, the terms for these three classes of Directors shall continue for three year terms until such time as the terms of Directors are amended in these Bylaws.

**II. Section 7.5 B of the Amended and Restated Bylaws as currently written is preserved as currently stated and provides as follows:**

“B. Any candidate for the office of Director shall file intent of his or her candidacy by completing all items on the Candidate Data Form provided by the Community Association Office, and filing said form with the Community Manager no later than 5:00 P.M., on the 45<sup>th</sup> day prior to the election of Directors.”

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, and that the foregoing was approved by a majority vote of Delegates, voting in person or by proxy, at a duly called meeting of the Delegates in part for such purpose at which a quorum of Delegates was present.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary

**SIXTH AMENDMENT TO THE  
AMENDED AND RESTATED BYLAWS  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

THIS SIXTH AMENDMENT to the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Sixth Amendment") is effective this \_\_\_\_ day of \_\_\_\_\_, 2023.

**RECITALS**

WHEREAS, on November 14, 2017, the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Amended and Restated Bylaws") were adopted by a vote of the requisite number of Delegates at a meeting of the Delegates held for the purpose of adopting such Amended and Restated Bylaws; and

WHEREAS, on November 29, 2017, the Amended and Restated Bylaws were recorded in the real property records of the Clerk and Recorder for Douglas County, Colorado at Reception No. 2017080631; and

WHEREAS, the Delegates of the Highlands Ranch Community Association desire to amend Section 7.5 of the Amended and Restated Bylaws by adding Subsection C. to create term limits for Directors; and

WHEREAS, pursuant to Article XI, Section 11.1 of the Amended and Restated Bylaws, the Amended and Restated Bylaws may be amended, at a regular or special meeting of the Delegates called in part for such purpose, by a vote of a majority of quorum of Delegates present in person or by proxy at such meeting of the Delegates; and

WHEREAS, a majority of a quorum of Delegates at a meeting called in part for the purpose of voting on this Sixth Amendment, voted to approve this Sixth Amendment.

NOW THEREFORE, the Amended and Restated Bylaws are hereby amended as follows:

**I. Subsection C. is added to Section 7.5 of the Amended and Restated Bylaws as follows:**

"C. Beginning with the classes of Directors elected in 2024, 2025 and 2026, no Director shall serve more than three consecutive three year terms, without first taking at least three years off from serving on the Board of Directors after which that individual may serve for 1 additional 3 year term on the Board. If a Director is appointed by the Delegates to serve the remainder of the term of a previous Director who resigned, was removed from the Board or was unable to serve the remainder of their term, that partial term shall not be counted as a "term" for the purpose of calculating term limits."

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, and that the foregoing was approved by a majority vote of Delegates, voting in person or by proxy, at a duly called meeting of the Delegates in part for such purpose at which a quorum of Delegates was present.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary



**SEVENTH AMENDMENT TO THE  
AMENDED AND RESTATED BYLAWS  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

THIS SEVENTH AMENDMENT to the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Seventh Amendment") is effective this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECITALS

WHEREAS, on November 14, 2017, the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. ("Amended and Restated Bylaws") were adopted by a vote of the requisite number of Delegates at a meeting of the Delegates held for the purpose of adopting such Amended and Restated Bylaws; and

WHEREAS, on November 29, 2017, the Amended and Restated Bylaws were recorded in the real property records of the Clerk and Recorder for Douglas County, Colorado at Reception No. 2017080631; and

WHEREAS, the Delegates of the Highlands Ranch Community Association desire to amend Section 7.8 of the Amended and Restated Bylaws to specify how Delegates will fill vacancies on the Board of Directors; and

WHEREAS, pursuant to Article XI, Section 11.1 of the Amended and Restated Bylaws, the Amended and Restated Bylaws may be amended, at a regular or special meeting of the Delegates called in part for such purpose, by a vote of a majority of quorum of Delegates present in person or by proxy at such meeting of the Delegates; and

WHEREAS, a majority of a quorum of Delegates at a meeting called in part for the purpose of voting on this Seventh Amendment, voted to approve this Seventh Amendment.

NOW THEREFORE, the Bylaws are hereby amended as follows:

**I. Section 7.8 of the Amended and Restated Bylaws is deleted in its entirety and replaced with the following:**

**"7.8 Vacancies in Directors.** Except as provided for in Section 7.6 of these Bylaws, in the event of a vacancy occurring on the Board of Directors in which the remaining term of the vacant seat is ninety days or less, such seat shall remain vacant until the next annual meeting of the Delegates where the Delegates shall elect a Director to serve a full term for that seat. In the event of a vacancy occurring on the Board of Directors in which there are more than ninety days left on the term, a Special Meeting of the Delegates shall be called for the Delegates to elect a Director to fill the vacancy for the unexpired term of the vacant seat. A Director seat to be filled by reason of an increase in the number of Directors shall be filled only by a vote of the Delegates."

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, and that the foregoing was approved by a majority vote of Delegates, voting in person or by proxy, at a duly called meeting of the Delegates in part for such purpose at which a quorum of Delegates was present.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary

**EIGHTH AMENDMENT TO THE  
AMENDED AND RESTATED BYLAWS  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

THIS EIGHTH AMENDMENT to the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. (“Fourth Amendment”) is effective this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECITALS

WHEREAS, on November 14, 2017, the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. (“Amended and Restated Bylaws”) were adopted by a vote of the requisite number of Delegates at a meeting of the Delegates held for the purpose of adopting such Amended and Restated Bylaws; and

WHEREAS, on November 29, 2017, the Amended and Restated Bylaws were recorded in the real property records of the Clerk and Recorder for Douglas County, Colorado at Reception No. 2017080631; and

WHEREAS, the Delegates of the Highlands Ranch Community Association desire to amend Section 7.4 of the Amended and Restated Bylaws to add a provision to that Section to prohibit Directors from the same Delegate District from serving on the Board of Directors at the same time; and

WHEREAS, pursuant to Article XI, Section 11.1 of the Amended and Restated Bylaws, the Amended and Restated Bylaws may be amended, at a regular or special meeting of the Delegates called for such purpose, by a vote of a majority of quorum of Delegates present in person or by proxy at such meeting of the Delegates; and

WHEREAS, a majority of a quorum of Delegates at a meeting called in part for the purpose of voting on this Eighth Amendment, voted to approve this Eighth Amendment.

NOW THEREFORE, the Amended and Restated Bylaws are hereby amended as follows:

**I. The following Subsection B. is added to Section 7.4 of the Amended and Restated Bylaws:**

“B. At no time shall more than one Member from any Delegate District serve at the same time on the Board of Directors. If two or more candidates who are Members of the same Delegate District run for a seat on the Board of Directors at the same time, only that candidate receiving the highest number of votes from among them shall be eligible to serve on the Board of Directors. In addition, no Member from a Delegate District may run for a position on the Board of Directors if a current Director with an unexpired term is a Member of the same Delegate District.”

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, and that the foregoing was approved by a majority vote of Delegates, voting in person or by proxy, at a duly called meeting of the Delegates in part for such purpose at which a quorum of Delegates was present.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary



# Board Meeting Agenda

June 20, 2023

Southridge Rec Center

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
  - Approval of Board Meeting Minutes of Action from May 2023
  - Approval of Architectural Review Committee Minutes from May 2023
  - Approval of Design Review Committee Minutes from May 2023
  - Approval of the Finance Committee Minutes from May 2023
  - Approval of Bylaw Committee Minutes from May 2023
  - Approval of ARC Applicant Laura Eicher
- V. Member Forum | *Sign-up in advance; 3-minute time limit*
- VI. Director Comments
- VII. Committee Reports
  - Delegate Meeting
  - Finance Committee
    - Review of the May 2023 Finances
    - Finance Committee Applicants
- VIII. General Manager Report
- IX. Continued Business
- X. New Business
  - 2<sup>nd</sup> Delegate Election
- XI. Delegate Forum | *Sign-up in advance; 3-minute time limit*
- XII. Adjournment

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.

The Next Delegate and Board meeting will be held on Tuesday, July 18, 2023.

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



# Board Meeting Minutes

**Agenda item:** Call to Order **Presenter:** Jim Allen

**Conclusions:**

The meeting was called to order at 8:00 p.m.

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

**Conclusions:**

A quorum was established. Directors Jim Allen, Monica Wasden, Melissa Park, Dan DeBacco, and Kurt Huffman were present.

**Agenda item:** Proof of Notice of Meeting **Presenter:** Kurt Huffman

**Conclusions:**

Kurt Huffman confirmed the Proof of Notice of Meeting.

**Agenda item:** Consent Agenda **Presenter:** Jim Allen

**Action Items:**

- Approval of Board Meeting Minutes of Action from April 2023
- Approval of Architectural Review Committee Minutes from April 2023
- Approval of Design Review Committee Minutes from April 2023
- Approval of the Bylaw Committee Minutes from April 2023
- Approval of the Finance Committee Minutes from April 2023
- Approval of Finance Committee Member Reappointments
- Approval of DRC Applicant Kyle Matthews
- Approval of Updated CDRs

**Conclusions:**

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

**Agenda item:** Member Forum **Presenter:**

**Discussions:** None

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**Agenda item:** Director Comments

**Presenter:** Board of Directors

**Discussions:**

Kurt Huffman: Thanked the staff and Mike Bailey for their work. Also thanked the Finance Committee members and the new DRC Member Kyle Matthews.

Dan DeBacco: Enjoyed how informative the meeting was and appreciated the Sheriff's Office and Assessor's Offices coming.

Monica Wasden: Thanked staff for all the work on the long-range planning.

Jim Allen: Discussed the idea of a Sustainability Committee.

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**Agenda item:** Committee Reports

**Presenter:** N/A

**Discussions:**

Delegate Meeting: No report

Finance Committee: Brice Kahler presented the April 2023 Finance Committee updates and April 2023 Finances. Brice went over the budget and statement of cash flows. Brice went over the Administrative, Recreation, and Backcountry Funds.

**Conclusions:**

A Motion was made by Dan DeBacco and seconded by Jim Allen to approve the April HRCA financials as presented. Motion carried.

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**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Discussions:**

Mike Bailey thanked the Board for their recent engagement. The staff appreciates the interest of the Board, and the QBR was incredibly productive. Conversations surrounding the ductwork that failed at the Gaylord of The Rockies have surfaced, and Mike ensured that HRCA does due diligence during annual closures to inspect the ducts. Additionally, HRCA is contracting a larger duct inspection. Mike thanked the staff for the work being done on the Delegate Elections. Mike mentioned coordination with HRMD and working together on several upcoming events.

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**Agenda item:** Continued Business

**Presenter:** N/A

**Discussions:**

Kurt Huffman mentioned the sustainability committee and that he is not sure how it will work.

The board requested key card access; Theresa Hill will ensure they get key cards.

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**Agenda item:** New Business

**Presenter:** N/A

**Discussions:**

None

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**Agenda item:** Delegate Forum

**Presenter:** N/A

**Discussions:**

Nancy Smith | District 62: Inquired about grass mowing requirements with all the rain. Also made comments about the new audio/visual system and provided feedback.

Pattie McGuinness | District 112: Pattie inquired about the reasoning for the Executive Session. Jim Allen informed Pattie that it was legal advice/counsel and Bill 1137 referrals to legal counsel.

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**Agenda item:** Adjournment

**Presenter:** Jim Allen

**Conclusions:** 8:24 p.m.

**Respectfully submitted,**

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*Kurt Huffman, Secretary*





# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE

DATE: May 3, 2023

### MEETING MINUTES

#### I. CALL TO ORDER

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

The Minutes from the April 5<sup>th</sup> and April 19<sup>th</sup> were approved

Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Jerry Jeter, Chair	✓		
Jason Pickett, Vice Chair	✓		
Molly Anderson, Secretary	✓		
Tony Perrone	✓		
Laurie Allred	✓		
Elizabeth Bryant	✓		
Don McCandless	✓		
Jeff Rohr	✓		

Also in attendance:

Jayma Wessling CIS Coordinator

#### II. RESIDENTIAL IMPROVEMENTS

1. 9781 Westbury Way – Dog Tuff Grass
  - a. The request for this grass was approved seven (7) to one (1).
2. 952 Chimney Rock – Variance for double gate
  - a. The Committee unanimously voted to partially approved the request for a double gate

#### V. DISCUSSION

1. Review the RIGS

With no further business, the regular meeting adjourned at 7:09p.m

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**Laurie Allred**, Architectural Review Committee Chair



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE

DATE: May 17, 2023

### MEETING MINUTES

#### I. CALL TO ORDER

The meeting was called to order at 5:32 p.m.

Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred Chair			✓
Jason Pickett, Vice Chair	✓		
Molly Anderson, Secretary	✓		
Tony Perrone			✓
Elizabeth Bryant	✓		
Don McCandless	✓		
Jeff Rohr			✓

Also in attendance:

Jayma Wessling CIS Coordinator

#### II. RESIDENTIAL APPOINTMENTS

1. 9671 Millstone – Reconstruction after fire
  - a. The Committee unanimously voted to approve.

#### III. RESIDENTIAL IMPROVEMENT REQUESTS

1. 9605 Golden Eagle – Driveway Expansion
  - a. The Committee unanimously voted to deny the expansion.
2. 922 Garden Drive – Double Gate
  - a. The Committee unanimously voted to approve a maximum width of five (5) feet, single gate.

#### V. DISCUSSION

With no further business, the regular meeting adjourned at 6:25p.m

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**Laurie Allred**, Architectural Review Committee Chair





# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## DEVELOPMENT REVIEW COMMITTEE

May 10, 2023

### MEETING MINUTES

#### I. Call to Order

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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 <b>Cantrell</b> , Chairperson	✓		
Ariel <b>Madlambayan</b> , Secretary	✓		
Greg <b>Banks</b>			✓
Henry <b>Hollander</b> , Vice Chair	✓		
Michael <b>Burmeister</b>	✓		
Kyle <b>Matthews</b>	✓		

#### Also in attendance/zoom:

**HRCA:** Woody Bryant, DRC Consultant; Diana Sklenar, Community Improvement Services Manager; John Mezger, Commercial Technician for HRCA

**UCHealth and design team:** Akshay Sangolli, Scott Stoll, Sonal Desai, Gus Blanco, Matt Justiniano, Rick Redetzke, Sean Easter, Cathleen Ehrenfeucht, Mark Southwick, Kurt Meyer, Darrell Phillips, Dan Bearse, Jason Messaros, Craig MacPhee

**Residents:** Kurt Huffman, Board of Directors

#### II. Review and Approval of April 12, 2023 meeting minutes

##### Action:

A motion was made by **A.Madlambayan** to accept the April 12 Meeting Minutes, seconded by **H.Hollander**

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

#### III. Woody Bryant presented introduction of the project re-review noting key areas of concern that were noted at the previous DRC meeting

- Required number of parking spaces.
- Traffic impact of the medical campus.
- Height of the 'penthouse' and stair structures in the hospital addition and MOB.
- Noise impact of additional HVAC equipment.
- Orientation of the MOB was revisited.

#### IV. Presentation by UCHealth & UCHealth Design Team

#### V. DRC Questions and Comments

- Traffic:

- Traffic Impact Study was completed on February 20, 2023. Several improvements to traffic signals and intersections were recommended.
- Applicant Continues to work with Douglas County Engineering, Douglas County Traffic, and the Highlands Ranch Metro Districts regarding mitigation to traffic impacts in the vicinity.
- Parking:
  - Discussions with Douglas County revealed that the number of parking spaces was within the requirements based on the 'inhabitable space' of the new office building.
  - Parking is more than required by the International Building Code.
- Height and stair structure:
  - Penthouse and stairway heights align with the existing building.
  - Equipment will be adequately screened.
  - Entry Element for MOB was reduced in height.
- Noise Impact:
  - The noise produced by the new HVAC equipment is calculated to be within a few decibels of existing equipment, which abuts a commercial area and not residents.
- Orientation of MOB:
  - Details were presented on the various alternatives the applicant investigated. The current design meets the needs of the client and minimizes impacts to the overall campus.
  - Improvements to the landscaping in the parking area in front of the MOB building will mitigate 'headlight impact' to Residents.
  - Improvements will be made to the site lighting fixtures to mitigate light intrusion to the Residents.

**IV. Action:**

- A motion was made by **M.Burmeister** to approve the submittal as presented, seconded by **A.Madlambayan**.
  - **5** member(s) **Concur**;
  - **0** member(s) **Dissent**;
  - **0** member(s) **Abstain**.

**VII. Non-Agenda Resident Comments**

- There were no Resident Comments

**VIII. Off Record**

- A motion was made by **M.Burmeister** to have **Z.Cantrell** remain as Chair of the DRC and was seconded by **A.Madlambayan**.
  - **4** member(s) **Concur**;
  - **0** member(s) **Dissent**;
  - **1** member(s) **Abstain**.
- A motion was made by **A.Madlambayan** to have **H.Hollander** represent the DRC as the Vice Chair. This was seconded by **K.Matthews**.
  - **4** member(s) **Concur**;

- **0** member(s) **Dissent;**
  - **1** member(s) **Abstain.**
- The DRC discussed the need for expanded membership. This would include Residents that do not necessarily have any architectural training. Members expressed they would like to particularly recruit a female.

**With no further business, a motion was made by K.Matthews to adjourn the meeting. Seconded by A.Madlambayan. The meeting adjourned at 7:13 pm.**

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Zell Cantrell, Chairperson

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Ariel Madlambayan, Secretary



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## Minutes

**May 15, 2023, Finance Committee Meeting  
Highlands Ranch Community Association, Inc.  
Eastridge Recreation Center**

### **FC Members Present:**

Dan DeBacco, Chair  
Jennifer Harris  
Leighton Stephenson  
Mikell Wilcox  
Shane Callahan  
Michael Flower

### **FC Members Absent:**

none

### **Staff Members Present:**

Brice Kahler, CFO  
Brian Sheppelman, Corporate Compliance Director

### **Board Members and Visitors Present:**

Kurt Huffman, Board Member

1. The Finance Committee meeting was called to order at 6:00 p.m. by Dan DeBacco. A quorum of the Finance Committee was present.
2. The Finance Committee reviewed the April 17, 2023, Finance Committee meeting minutes.

**A motion was made to approve the April 17, 2023, HRCA Finance Committee meeting minutes as amended. The motion was approved unanimously with one abstention.**

**Motion: Leighton Stephenson                      Second: Mikell Wilcox**

3. The Finance Committee reviewed and discussed the April 30, 2023, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed. The Finance Committee asked various questions regarding Balance Sheet and Income Statement line items including cash reserves, legal fees, and program performance.

**A motion was made to recommend that the HRCA Finance Committee accept the April 30, 2023, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

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

**Motion: Jennifer Harris Second: Shane Callahan**

4. The Finance Committee next elected the Vice Chair for the next annual term.

**A motion was made to elect Ron Welk as the HRCA Finance Committee Vice Chair. The motion was approved unanimously.**

**Motion: Leighton Stephenson Second: Michael Flower**

5. Brice Kahler presented the draft Long Term HRCA forecast to the Finance Committee. The 10-year forecast for each fund was reviewed and key assumptions were discussed. The forecast will be used as the framework for the 2024 budget.
6. The Finance Committee reviewed the Finance Department's Project List. The Long-Term forecast project was completed and the assessment payment upgrade project was updated.
7. Dan DeBacco gave an update on the HRCA Golf Tournament.
8. With no further business, the meeting was adjourned.

**A motion was made to end the May 15, 2023, Finance Committee meeting. The motion was approved unanimously.**

**Motion: Mikell Wilcox Second: Leighton Stephenson**

Respectfully Submitted,

Brice Kahler, CFO





# HIGHLANDS RANCH COMMUNITY ASSOCIATION

**BYLAW COMMITTEE**  
May 9, 2023  
**MEETING MINUTES**

**I. Call to Order**

The meeting was called to order at 6:42 PM by Mark Dickerson

Roll call was taken

Member Name	Present	Absent	Excused
Mark Dickerson- Chairman	*		
Nancy Smith- Vice Chair	*		
Frank Tezak	*		
Pattie McGuinness	*		
Michael Petruccelli			*
Clinton Cave	*		
Dennis Epperly	*		
Rosabel Harrington	*		

Also in attendance:

- Brian Sheppelman, Director of Compliance
- Monica Wasden, Board Member

**II.**

Approval of minutes:

- November minutes 6 – 0 - 1 abstain
- April minutes 6 – 0 - 1 abstain

**III.**

Review of proposed recommended changes

- “Recitals” will need to be changed if Delegates approve running their own meetings and having a Chair and a Vice Chair
- 5.3 Qualification for Director and for Delegate - alignment of language Previously voted on and approved
- 6.12 Delegates to run their own meetings and elect a Chair and a vice chair Approved 7 -0
- 6.7 quorum requirement to be 50% plus one privately owned site Approved 7 - 0
- 7.4 A Seven Directors on Board (5) and (7) to be added plus “two additional Delegates” should be changed to two additional **Directors...** Approved 6 – 1
- 7.4 B Only one Director can be elected from any Delegate District Approved 6 - 1

This section might need additional language addressing a possible situation where the top two highest vote totals are for candidates from the same Delegate District – **NOTE: Legal may need to supply wording concerning this.**

- 7.5 A Three Year terms for Directors Approved 7 - 0
- 7.5 C Term limits for Directors Approved 6 - 1
- 7.8 Filling Vacancies in Directors Approved 7 – 0

**IV.** Mark will send his list of “pros” to Brian. Brian will send out Mark’s list so that all the Committee Members can add their “pros”.

**V.** Brian will prepare a Powerpoint and the Committee will meet on June 13th to review and finalize both the Powerpoint and the list of “pros”. The recommended changes will be presented to the Delegates on July 11th, and a vote by the Delegates will be held on August 8th. Each change will be voted on separately.

**VI.** Next meeting is June 13<sup>th</sup> at 6:30 at Eastridge.

**VII.** After a short discussion about our recent home appraisals the meeting was adjourned at 7:55

30 May 2023

Community Improvement Services Department and Architectural Review  
Committee  
9568 S University Blvd  
Highlands Ranch, CO 80126

Dear Committee Members,

My name is Laura Eicher. I have been a resident of Highlands Ranch for the past 26 years and an HRCA delegate for a year. I am very proud of our community and a large part of that pride comes from the aesthetics of our neighborhoods. I moved to Highlands Ranch from an area that did not have an HOA and have witnessed first hand the benefits of a well run, covenant controlled HOA. The beauty of our neighborhoods attracted me to Highlands Ranch and has kept me here for 26 years.

I have skills and experience which will benefit the committee in a couple of ways. First, I have a history of volunteerism and believe in serving the community. I am not interested in being part of this committee for my own benefit, but instead, would like to support the entire community. Second, while I do not have a background in architecture, I have worked and volunteered in the art world and believe the two go hand in hand. Design and construction are key elements to all art projects.

I am a dedicated volunteer, I attend all of the delegate meetings in person, and will work hard on the Architectural Review Committee if given the chance.

Sincerely,

Laura Eicher  
District 80 Delegate



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Laura  
 Home Phone #: 720-308-4509  
 Address: 2105 Ashwood Place  
 City: Highlands Ranch, CO

Last Name: Eicher  
 Email Address: eicherlaura@gmail.com  
 Zip Code: 80129

1. Are you a home owner in Highlands Ranch?  Yes  No
2. Please check the committee for which you are applying:  
 Architectural Committee  Development Review Committee  Finance Committee  Tribunal Hearings Panel   
 Other \_\_\_\_\_
3. Will you have the time required to fulfill the duties of this position?  Yes  No
4. Are you able to attend the necessary meetings?  Yes  No
5. Have you volunteered for a HRCA Committee Before?  Yes  No
6. Do you currently hold a committee position?  Yes  No
7. If yes, which committee and when?  
 \_\_\_\_\_

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?  
 Current delegate for District 80 and PA20. Participated in many of the HRCA programs. Graduate of the HR Citizen's Academy. Volunteered for several years at the DougCo Library in Highlands Ranch.

9. Please attach a current resume.
10. Please attach a letter of interest or statement of qualifications and experience indicating (a) why you are interested in serving on this committee (b) state how your background, experience, qualifications, and education are best suited to serving on the committee, and (c) why you should be considered for appointment.
11. Please fill out the attached disclosure statement for the Conflict of Interest Policy.

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

Signature: Laura Eicher Date 5/30/23  
Laura Eicher

For office use only:

Received by: _____		Date: _____	
<input type="checkbox"/> Application	<input type="checkbox"/> Resume	<input type="checkbox"/> Letter of Interest	<input type="checkbox"/> COI Disclosure

## **LAURA EICHER**

2105 Ashwood Place, Highlands Ranch, CO 80129 ~ (720) 308-4509  
eicherlaura@gmail.com

**Objective:** Help maintain property values in Highlands Ranch by reviewing and approving residential improvement plans that are compliant with the community covenants and enforcing those covenants.

### **Qualifications:**

- Strong oral and written communications skills
- Proficient with numerous computer productivity packages on a variety of platforms including Microsoft Office and Apple's iWork, and use of the Internet
- Fast and efficient at learning new skills and a self-starter
- 17 years experience managing business finances
- Over 20 years customer service experience

### **Employment History:**

- **Volunteer Coordinator**  
Douglas County Libraries 4/16-6/19  
Responsible for:
  - Recruiting volunteers
  - Training volunteers
  - Managing daily volunteer schedules, hours, student volunteer programs
  - Planning, coordinating, and hosting the annual Volunteer Appreciation Event
- **Shift Manager/Visual Displays**  
Eddie Bauer, Littleton, CO 80120, 4/12-4/16  
Responsible for:
  - Shift manager: supervising sales associates and reconciling the store's sales and accounting records for the day
  - Redesigning displays with new products and visuals
  - Maintaining and organizing the stock room; processing incoming and outgoing shipments
  - Customer service and sales: assisting customers and completing sales transactions, handling customer complaints
- **Billing**  
AK Medical, Denver, CO 80250, 1/07-4/12  
Responsible for:
  - Creating and distributing medical invoices
  - Preparing accounts receivable documentation
  - Creating equipment purchase and rental contracts
- **Business Manager**  
KidzArt, Highlands Ranch, CO 80163, 5/05-12/08  
Responsible for:
  - Invoicing, collecting and processing payments, and preparing accounts receivable documentation
  - Marketing
  - Managing instructor work schedules and curriculum

- **Glass Artist**

Laura's Glass Creations, LLC (Self Employed), Highlands Ranch, CO, 4/02-4/11

Responsible for:

- Business development: developing a business plan, preparing and filing LLC and other legal documentation, bookkeeping and tax accounting
- Customer service and sales: assisting customers and completing sales transactions
- Marketing: developing and distributing product literature, participating in arts festivals, networking
- Product design and creation

- **Practice Administrator and Optometric Assistant**

South University Vision Center, Littleton, CO, 5/99-6/02

Responsible for:

- Business development: writing and implementing office policies and procedures, and internal and external marketing
- Personnel management: hiring, training, and scheduling employees
- Accounts Payable and Accounts Receivable: paying bills, resolving billing discrepancies, reconciling office accounts, and preparing, filing and reconciling insurance
- Optometric Assistant and Patient Coordinator: pre-testing and preparing patients' histories, assisting the doctor during exams, performing follow-up examinations, and coordinating laser vision surgeries for patients

- **Mortgage Specialist**

First City Financial, Littleton, CO, 3/98-2/99

Responsible for:

- Preparing and analyzing clients' asset and income statements
- Ordering, coordinating, and completing all documentation for closing

- **Senior Research Analyst**

Department of Defense, Pearl Harbor, HI, 2/90-11/97

Responsible for:

- Managing the production efforts of a seven analyst team, including: developing, implementing, and tracking weekly production schedules; editing reports; and evaluating the performance of each analyst
- Coordinating production efforts with clients and other agencies
- Producing and presenting reports

**Volunteer Experience:**

- **Highlands Ranch Citizens Academy**

Highlands Ranch, CO 80129, 1/23-2/23

- **HRCAs Delegate**

Highlands Ranch, CO 80129, 6/22-Present

- **CSU Master Gardener**

Colorado State University Extension, 1/20-Present

- Educating the community regarding native plants through talks and demo gardens
- Educating the community regarding native pollinators through talks and demo gardens

- **Library Volunteer**

James H. LaRue Library, Highlands Ranch, CO 80129, 2/12-4/16

Responsible for:

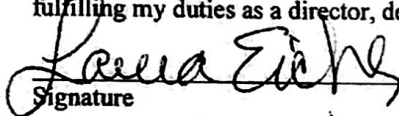
- Lead Homebound Delivery - delivering books to patrons, training new homebound volunteers, created and maintain a homebound database
- Library book exchange with local retirement community - sorting deleted library books and delivering them to a retirement community library
- Cleaning DVD and CDs and maintaining disc cleaning machine
  
- **Art Show Coordinator**  
Parker Artists Guild, Parker, CO 80134, 3/08-12/11  
Responsible for:
  - Collecting fees, securing permits, obtaining insurance, assigning artists' booth spaces, handling issues during the art show
  - Recruiting and working with volunteers
  - Coordinating charity silent auction

**Education:**

- Bachelor of Science in Business, Major in Finance, Wright State University, Dayton, OH  
March 1988

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

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

  
Signature

Laura Eicher  
Print Name

5/30/23  
Date





# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

**Highlands Ranch Community Association**

**Financial Statements**

**May 31, 2023**

**HRCA Financial Statements**  
**May 31, 2023**  
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**Highlands Ranch Community Association, Inc.**  
**Statement of Revenues and Expenses for All Funds**  
**For the Five Months Ending May 31, 2023**

	ADMINISTRATIVE			RECREATION		BACKCOUNTRY		DEBT SERVICE		ELIMINATIONS	TOTAL
	OPERATING	RESERVE	OSCA	OPERATING	RESERVE	OPERATING	RESERVE	& PLANT			
<b>Revenues</b>											
Homeowner assessments	\$ 963,926	\$ -	\$ -	\$ 7,474,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,438,491
Homeowner fees	306,693	-	-	-	-	-	-	-	-	-	306,693
Community improvement services	137,218	-	-	-	-	-	-	-	-	-	137,218
Legal Revenue	(5,621)	-	-	-	-	-	-	-	-	-	(5,621)
Recreation programs	-	-	-	2,415,583	-	123,692	-	-	-	-	2,539,275
Facility operations	-	-	-	534,101	-	6,773	-	-	(27,500)	-	513,374
Community events	54,222	-	-	-	-	-	-	-	-	-	54,222
Advertising	-	-	-	-	-	-	-	-	-	-	-
Management Fee Revenue	-	-	-	-	-	-	-	-	-	-	-
Interest and other Revenue	72,590	4,205	60,820	155,153	99,761	49,888	1,554	75,054	(1,473)	-	517,552
<b>Total revenues</b>	<b>1,529,028</b>	<b>4,205</b>	<b>60,820</b>	<b>10,579,402</b>	<b>99,761</b>	<b>180,353</b>	<b>1,554</b>	<b>75,054</b>	<b>(28,973)</b>		<b>12,501,204</b>
<b>Expenses</b>											
Salaries	612,522	-	-	3,996,070	-	333,679	-	-	-	-	4,942,271
Employee benefits	112,057	-	-	1,023,048	-	126,670	-	-	-	-	1,261,775
Facility operations	14,805	-	-	448,419	103,829	33,762	-	-	-	-	600,815
Depreciation Expense	-	26,751	-	-	-	-	51,971	1,123,268	-	-	1,201,990
Professional services	124,975	-	-	77,907	-	1,480	-	-	-	-	204,362
Advertising	14,493	-	-	25,370	-	(114)	-	-	-	-	39,749
Office expenses	129,733	-	-	258,427	4,014	2,637	-	-	-	-	394,811
Insurance	29,311	-	-	196,505	-	18,434	-	-	-	-	244,250
Interest	-	-	-	-	1,473	-	-	148,502	(1,473)	-	148,502
Information Technology Expenses	90,601	-	-	305,502	-	-	-	-	-	-	396,103
Occupancy	29,122	-	-	648,800	-	-	-	-	(27,500)	-	650,422
Program	27	-	-	429,755	-	82,296	-	-	-	-	512,078
Community events	33,194	-	-	-	-	-	-	-	-	-	33,194
Conferences, meetings and travel	7,587	-	-	3,999	-	7,665	-	-	-	-	19,251
Licenses and permits	-	-	-	17,260	-	-	-	-	-	-	17,260
Dues, subscriptions and memberships	4,176	-	-	1,652	-	-	-	-	-	-	5,828
Management Fee Expense	-	-	-	-	-	-	-	-	-	-	-
Other operating expenses	2,984	-	-	(790)	-	-	-	-	-	-	2,194
<b>Total expenses</b>	<b>1,205,587</b>	<b>26,751</b>	<b>-</b>	<b>7,431,924</b>	<b>109,316</b>	<b>606,509</b>	<b>51,971</b>	<b>1,271,770</b>	<b>(28,973)</b>		<b>10,674,855</b>
(Gains) / Losses	-	-	-	-	-	-	-	12,229	-	-	12,229
<b>Excess (deficiency) of revenues over expenses</b>	<b>323,441</b>	<b>(22,546)</b>	<b>60,820</b>	<b>3,147,478</b>	<b>(9,555)</b>	<b>(426,156)</b>	<b>(50,417)</b>	<b>(1,208,945)</b>	<b>-</b>		<b>1,814,120</b>
Transfers to Bond Fund	-	-	-	(1,278,835)	-	-	-	1,278,835	-	-	-
Transfers to Backcountry Fund	-	-	-	(208,250)	-	208,250	-	-	-	-	-
Transfers for Capital Equipment	-	-	-	(11,938)	-	-	-	11,938	-	-	-
Transfers for Reserves	-	-	(62,238)	(198,150)	(516,594)	-	62,238	714,744	-	-	-
<b>Total transfers</b>	<b>-</b>	<b>-</b>	<b>(62,238)</b>	<b>(1,697,173)</b>	<b>(516,594)</b>	<b>208,250</b>	<b>62,238</b>	<b>2,005,517</b>	<b>-</b>		<b>-</b>
<b>Net revenues (expenses)</b>	<b>\$ 323,441</b>	<b>\$ (22,546)</b>	<b>\$ (1,418)</b>	<b>\$ 1,450,305</b>	<b>\$ (526,149)</b>	<b>\$ (217,906)</b>	<b>\$ 11,821</b>	<b>\$ 796,572</b>	<b>\$ -</b>		<b>\$ 1,814,120</b>

Highlands Ranch Community Association, Inc.  
Balance Sheet for All Funds  
As of May 31, 2023

ASSETS	ADMINISTRATIVE		OSCA	RECREATION		BACKCOUNTRY		DEBT SERVICE	ELIMINATIONS	TOTAL
	OPERATING	RESERVE		OPERATING	RESERVE	OPERATING	RESERVE	& PLANT		
<b>Current Assets</b>										
<b>Cash &amp; Equivalents</b>										
1000 - Wells Fargo Invest Sweep	\$ 1,166,660	\$ -	\$ -	\$ 1,090,391	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,257,051
1002 - Wells Fargo Payroll Checking	127,233	-	-	-	-	-	-	-	-	127,233
1003 - Wells Fargo Rec Operating Checking	-	-	-	(154,535)	-	-	-	-	-	(154,535)
1004 - Wells Fargo BC Operating Checking	-	-	-	-	-	171,367	-	-	-	171,367
1005 - Wells Fargo Admin Operating Checking	(78,900)	-	-	-	-	-	-	-	-	(78,900)
<b>Wells Fargo Checking, Payroll and Sweep</b>	<b>1,214,993</b>	-	-	<b>935,856</b>	-	<b>171,367</b>	-	-	-	<b>2,322,216</b>
1010 - Front Range Bank MM	-	-	-	247,665	-	-	-	-	-	247,665
<b>Other Investment Accounts</b>	-	-	-	<b>247,665</b>	-	-	-	-	-	<b>247,665</b>
1017 - WF Bond Fund Suppl. Reserve Trustee	-	-	-	-	-	-	-	1,755,645	-	1,755,645
1020 - Wells Fargo Bond Fund Prepayments	-	-	-	-	-	-	-	648,606	-	648,606
1021 - Wells Fargo Bond Fund Trustee	-	-	-	-	-	-	-	2,682,962	-	2,682,962
<b>Wells Fargo Bond Fund Accounts</b>	-	-	-	-	-	-	-	<b>5,087,213</b>	-	<b>5,087,213</b>
1022 - Morgan Stanley Capital Project Fund	-	-	-	-	-	-	-	-	-	-
1023 - Morgan Stanley Capital Project CD	-	-	-	-	2,553,536	-	-	-	-	2,553,536
1024 - Morgan Stanley OSCA	-	-	623,467	-	-	-	-	-	-	623,467
1025 - Morgan Stanley OSCA CD	-	-	4,452,665	-	-	-	-	-	-	4,452,665
1026 - Morgan Stanley Rec Reserve MM	-	-	-	-	-	-	-	-	-	-
1027 - Morgan Stanley Rec Reserve CD	-	-	-	-	2,837,042	-	-	-	-	2,837,042
1050 - Morgan Stanley Admin Op	2,618,870	-	-	-	-	-	-	-	-	2,618,870
1051 - Morgan Stanley Rec Op	-	-	-	4,333,047	-	-	-	-	-	4,333,047
<b>Morgan Stanley</b>	<b>2,618,870</b>	-	<b>5,076,132</b>	<b>4,333,047</b>	<b>5,390,578</b>	-	-	-	-	<b>17,418,627</b>
1028 - RBC Wealth Mgmt Admin Reserve MM	-	55,291	-	-	-	-	-	-	-	55,291
1029 - RBC Wealth Mgmt Admin Reserve CD	-	812,058	-	-	-	-	-	-	-	812,058
1030 - RBC Wealth Mgmt BC Operating MM	-	-	-	-	-	8,390	-	-	-	8,390
1031 - RBC Wealth Mgmt BC Operating CD	-	-	-	-	-	37,934	-	-	-	37,934
1032 - RBC Wealth Mgmt BC Reserve CD	-	-	-	-	-	-	179,851	-	-	179,851
1033 - RBC Wealth Mgmt BC Reserve	-	-	-	-	-	-	24,037	-	-	24,037
1036 - RBC Wealth Mgmt Spec Proj Fund MM	-	-	-	-	-	-	-	-	-	-
1037 - RBC Wealth Mgmt Spec Proj Fund CD	-	-	-	-	-	-	-	-	-	-
<b>RBC Wealth Management</b>	-	<b>867,349</b>	-	-	-	<b>46,324</b>	<b>203,888</b>	-	-	<b>1,117,561</b>
1044 - Cash Drawer Cash on Hand	-	-	-	2,880	-	-	-	-	-	2,880
1045 - Program Cash on Hand	200	-	-	-	-	-	-	-	-	200
1048 - Deposit Cash Clearing	(1,079)	-	-	-	-	-	-	-	-	(1,079)
<b>Cash on Hand</b>	<b>(879)</b>	-	-	<b>2,880</b>	-	-	-	-	-	<b>2,001</b>
<b>Total Cash &amp; Equivalents</b>	<b>3,832,984</b>	<b>867,349</b>	<b>5,076,132</b>	<b>5,519,448</b>	<b>5,390,578</b>	<b>217,691</b>	<b>203,888</b>	<b>5,087,213</b>	-	<b>26,195,283</b>
<b>Accounts Receivable</b>										
1100 - AR-Assessments & Legal	51,862	-	-	415,386	-	-	-	-	-	467,248
1105 - Allowance for Doubtful Accounts	(19,434)	-	-	(55,387)	-	-	-	-	-	(74,821)
1180 - AR- Covenants & Legal	248,038	-	-	-	-	-	-	-	-	248,038
1191 - Accrued Interest Receivable	-	-	-	-	-	-	-	18,782	-	18,782
1195 - Miscellaneous Receivable	321	-	-	7,008	4,720	-	-	-	-	12,049
1196 - Misc Rec – PM Shared Credit	-	-	-	29,162	-	-	-	-	-	29,162
<b>Total Accounts Receivable</b>	<b>280,787</b>	-	-	<b>396,169</b>	<b>4,720</b>	-	-	<b>18,782</b>	-	<b>700,458</b>
<b>Other Current Asset</b>										
1200 - Prepaid Expense	70,769	-	-	177,173	-	23,044	-	-	-	270,986
1205 - Prepaid Insurance	17,024	-	-	102,610	-	9,407	-	-	-	129,041
1210 - Inventory	-	-	-	51,090	-	-	-	-	-	51,090
1225 - Undeposited Funds	(841)	-	-	-	-	-	-	-	-	(841)
<b>Total Other Current Asset</b>	<b>86,952</b>	-	-	<b>330,873</b>	-	<b>32,451</b>	-	-	-	<b>450,276</b>
<b>Total Current Assets</b>	<b>4,200,723</b>	<b>867,349</b>	<b>5,076,132</b>	<b>6,246,490</b>	<b>5,395,298</b>	<b>250,142</b>	<b>203,888</b>	<b>5,105,995</b>	-	<b>27,346,017</b>
<b>Fixed Assets</b>										
Fixed Assets - Cost	-	737,577	-	-	-	-	1,420,118	77,477,361	-	79,635,056
Fixed Assets - Accumulated Depreciation	-	(393,883)	-	-	-	-	(919,699)	(44,863,442)	-	(46,177,024)
<b>Total Fixed Assets</b>	-	<b>343,694</b>	-	-	-	-	<b>500,419</b>	<b>32,613,919</b>	-	<b>33,458,032</b>
<b>Other Assets</b>										
1110 - PM Cash Clearing	-	-	-	-	-	-	-	-	-	-
1250 - Interfund Receivable	516,048	-	12,058	649,669	2,168	4,029	-	-	(1,183,972)	-
1255 - Loan from OSCA Loan Receivable	-	-	112,500	-	-	-	-	-	(112,500)	-
1260 - Intercompany Receivable 501c3	4,011	-	-	1,008	-	3,658	-	-	-	8,677
1600 - Bond Issuance Costs	-	-	-	-	-	-	-	26,085	-	26,085
<b>Total Other Assets</b>	<b>520,059</b>	-	<b>124,558</b>	<b>650,677</b>	<b>2,168</b>	<b>7,687</b>	-	<b>26,085</b>	<b>(1,296,472)</b>	<b>34,762</b>
<b>Total ASSETS</b>	<b>\$ 4,720,782</b>	<b>\$ 1,211,043</b>	<b>\$ 5,200,690</b>	<b>\$ 6,897,167</b>	<b>\$ 5,397,466</b>	<b>\$ 257,829</b>	<b>\$ 704,307</b>	<b>\$ 37,745,999</b>	<b>\$ (1,296,472)</b>	<b>\$ 60,838,811</b>

Highlands Ranch Community Association, Inc.  
Balance Sheet for All Funds  
As of May 31, 2023

	ADMINISTRATIVE		OSCA	RECREATION		BACKCOUNTRY		DEBT SERVICE	ELIMINATIONS	TOTAL
	OPERATING	RESERVE		OPERATING	RESERVE	OPERATING	RESERVE	& PLANT		
<b>LIABILITIES &amp; EQUITY</b>										
<b>Current Liabilities</b>										
<b>Accounts Payable</b>										
2000 - Accounts Payable	43,264	-	9,629	184,473	-	4,904	-	-	-	242,270
2010 - Wells Fargo CC Clearing	-	-	-	(14,749)	-	13,333	-	-	-	(1,416)
2015 - Accrued Bond Interest Payable	-	-	-	-	-	-	-	178,203	-	178,203
2025 - Preschool Scrips Pass Through	-	-	-	-	-	-	-	-	-	-
<b>Total Accounts Payable</b>	<b>43,264</b>	<b>-</b>	<b>9,629</b>	<b>169,724</b>	<b>-</b>	<b>18,237</b>	<b>-</b>	<b>178,203</b>	<b>-</b>	<b>419,057</b>
<b>Other Current Liability</b>										
2005 - Accrued Accounts Payable	32,857	-	-	186,821	-	41,600	-	-	-	261,278
2006 - Accrued AP - PM Shared Credit	-	-	-	1,886	-	-	-	-	-	1,886
2009 - Colorado Payback	5,916	-	-	11,294	-	3,658	-	-	-	20,868
2020 - Sales Taxes Payable - State	-	-	-	306	-	-	-	-	-	306
2045 - Accrued Payroll & Vacation Expense	418,646	-	-	258,395	-	25,053	-	-	-	702,094
2050 - AFLAC Pre-Tax	2,390	-	-	(2,212)	-	-	-	-	-	178
2055 - Cafeteria Plan EE Contribution	196	-	-	821	-	-	-	-	-	1,017
2060 - Health Savings Acct EE Cont	716	-	-	1,108	-	-	-	-	-	1,824
2100 - Unearned Assessments	82,022	-	-	917,445	-	-	-	-	-	999,467
2101 - Deferred Assessments	243,961	-	-	1,492,404	-	-	-	-	-	1,736,365
2102 - Unearned CIS Fines & Fees	222,818	-	-	-	-	-	-	-	-	222,818
2105 - Unearned Program & Facilities Revenue	39,476	-	-	2,075,319	-	-	-	-	-	2,114,795
2110 - Unearned Other Revenue	-	-	-	27,655	-	9,481	-	-	-	37,136
2250 - Interfund Payable	535,131	181,551	-	24,009	245,917	197,316	48	-	(1,183,972)	-
2260 - Intercompany Payable 501c3	1,891	-	-	2,298	-	-	-	-	-	4,189
<b>Total Other Current Liability</b>	<b>1,586,020</b>	<b>181,551</b>	<b>-</b>	<b>4,997,549</b>	<b>245,917</b>	<b>277,108</b>	<b>48</b>	<b>-</b>	<b>(1,183,972)</b>	<b>6,104,221</b>
<b>Total Current Liabilities</b>	<b>1,629,284</b>	<b>181,551</b>	<b>9,629</b>	<b>5,167,273</b>	<b>245,917</b>	<b>295,345</b>	<b>48</b>	<b>178,203</b>	<b>(1,183,972)</b>	<b>6,523,278</b>
<b>Long Term Liabilities</b>										
2255 - Loan from OSCA Loan Payable	-	-	-	-	112,500	-	-	-	(112,500)	-
2600 - Bonds Payable - 1999 Series	-	-	-	-	-	-	-	-	-	-
2610 - Bonds Payable - 2004 Series	-	-	-	-	-	-	-	5,990,000	-	5,990,000
<b>Total Long Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>112,500</b>	<b>-</b>	<b>-</b>	<b>5,990,000</b>	<b>(112,500)</b>	<b>5,990,000</b>
<b>Equity</b>										
Restricted Fund Balance	38,659	309,868	1,237,500	-	2,926,527	-	157,779	-	-	4,670,333
RETAINED EARNINGS	3,190,552	730,422	3,186,827	3,447,550	933,586	117,103	528,344	29,355,459	-	41,489,843
3015 - ytd net income	(457,075)	14,001	724,300	(3,167,329)	1,705,084	62,805	7,423	1,425,766	-	314,975
3030 - Other Comprehensive Income	(4,081)	(2,255)	43,853	(632)	-	482	(1,110)	-	-	36,257
Retained Earnings	2,729,396	742,168	3,954,980	279,589	2,638,670	180,390	534,657	30,781,225	-	41,841,075
Net Income	323,441	(22,546)	(1,418)	1,450,305	(526,149)	(217,906)	11,821	796,572	-	1,814,120
<b>Total Equity (Fund Balance)</b>	<b>3,091,496</b>	<b>1,029,490</b>	<b>5,191,062</b>	<b>1,729,894</b>	<b>5,039,048</b>	<b>(37,516)</b>	<b>704,257</b>	<b>31,577,797</b>	<b>-</b>	<b>48,325,528</b>
<b>Total LIABILITIES &amp; EQUITY</b>	<b>\$ 4,720,780</b>	<b>\$ 1,211,041</b>	<b>\$ 5,200,691</b>	<b>\$ 6,897,167</b>	<b>\$ 5,397,465</b>	<b>\$ 257,829</b>	<b>\$ 704,305</b>	<b>\$ 37,746,000</b>	<b>\$ (1,296,472)</b>	<b>\$ 60,838,806</b>

**Highlands Ranch Community Association  
Statement of Cash Flows for All Funds  
For the Five Months Ending May 31, 2023**

	ADMINISTRATIVE		OSCA	RECREATION		BACKCOUNTRY		DEBT SERVICE & PLANT	TOTAL
	OPERATING	RESERVE		OPERATING	RESERVE	OPERATING	RESERVE		
<b>Cash flows from operating activities</b>									
Excess (deficiency) of revenues over expenses	\$ 323,441	\$ (22,546)	\$ (1,418)	\$ 1,450,305	\$ (526,149)	\$ (217,906)	\$ 11,821	\$ 796,572	\$ 1,814,120
Adjustment to reconcile excess (deficiency) of revenues over expenses to net cash from (used for) operating activities									
Depreciation expense	-	26,751	-	-	-	-	51,971	1,123,268	1,201,990
(Gain) loss on asset disposal	-	-	-	-	-	-	-	12,229	12,229
Interest expense attributable to amortization of bond issuance costs	-	-	-	-	-	-	-	-	-
Bad debt expense	-	-	-	-	-	-	-	-	-
(Increase) decrease in operating assets									
Assessments receivable, net	(22,264)	-	9,629	(193,838)	-	-	-	-	(206,473)
Accounts receivable, other	368,680	-	-	(21,691)	-	5,529	(79)	(11,973)	340,466
Prepaid expenses and other assets	(39,025)	-	-	(27,787)	-	(13,649)	-	-	(80,461)
Other	(4,081)	(2,256)	43,854	(630)	-	483	(1,110)	-	36,260
Increase (decrease) in operating liabilities									
Accounts payable and accrued expenses	(90,036)	-	-	46,422	(40,532)	915	-	148,503	65,272
Accrued payroll and related items	-	-	-	-	-	-	-	-	-
Assessments paid in advance	(114,353)	-	-	(1,234,364)	-	-	-	-	(1,348,717)
Deferred revenue	(48,132)	-	-	2,545,297	-	131	-	-	2,497,296
<b>Net cash from (used for) operating activities</b>	<b>374,230</b>	<b>1,949</b>	<b>52,065</b>	<b>2,563,714</b>	<b>(566,681)</b>	<b>(224,497)</b>	<b>62,603</b>	<b>2,068,599</b>	<b>4,331,982</b>
<b>Cash flows from investing activities</b>									
Net (purchases) sales of investments	-	-	-	-	-	-	-	-	-
Purchases of property and equipment	-	(167,972)	-	-	-	-	(62,239)	(726,680)	(956,891)
<b>Net cash from (used for) investing activities</b>	<b>-</b>	<b>(167,972)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(62,239)</b>	<b>(726,680)</b>	<b>(956,891)</b>
<b>Cash flows from financing activities</b>									
Payment of accounts payable for property and equipment	-	-	-	-	-	-	-	-	-
Bond principal payments	-	-	-	-	-	-	-	-	-
Net borrowing and transfers among funds	(1,842,736)	181,551	69,442	762,840	705,491	123,363	48	-	(1)
<b>Net cash from (used for) financing activities</b>	<b>(1,842,736)</b>	<b>181,551</b>	<b>69,442</b>	<b>762,840</b>	<b>705,491</b>	<b>123,363</b>	<b>48</b>	<b>-</b>	<b>(1)</b>
Net change in cash, cash equivalents, and restricted cash	(1,468,506)	15,528	121,507	3,326,554	138,810	(101,134)	412	1,341,919	3,375,090
Cash, cash equivalents, and restricted cash, beginning of year	5,301,488	851,820	4,954,626	2,192,894	5,251,768	318,825	203,474	3,745,295	22,820,190
<b>Cash, cash equivalents, and restricted cash, end of year</b>	<b>\$ 3,832,982</b>	<b>\$ 867,348</b>	<b>\$ 5,076,133</b>	<b>\$ 5,519,448</b>	<b>\$ 5,390,578</b>	<b>\$ 217,691</b>	<b>\$ 203,886</b>	<b>\$ 5,087,214</b>	<b>\$ 26,195,280</b>

**HRCA Administrative Fund**  
**Variance Analysis - Actual vs. Budget**  
**For the Five Months Ending May 31, 2023**

	Current Month					Year To Date				
	Actual	Budget	Variance			Actual	Budget	Variance		
			\$	%			\$	%		
<b>Revenues</b>										
Homeowner assessments	\$ 193,679	\$ 190,754	\$ 2,925	2%		\$ 963,926	\$ 953,771	\$ 10,154	1%	
Homeowner fees	99,789	116,913	(17,125)	(15%)	<b>A</b>	306,693	442,307	(135,614)	(31%)	<b>A</b>
Community improvement services	18,895	12,500	6,395	51%		137,218	50,000	87,218	174%	<b>B</b>
Legal Revenue	(5,467)	3,417	(8,883)	(260%)		(5,621)	17,083	(22,705)	(133%)	<b>C</b>
Community events	6,067	3,013	3,055	101%		54,222	50,733	3,489	7%	
Management Fee Revenue	-	28,145	(28,145)	(100%)	<b>B</b>	-	140,725	(140,725)	(100%)	<b>D</b>
Interest and other Revenue	23,390	13,715	9,675	71%		72,590	58,675	13,915	24%	
<b>Total revenues</b>	<b>336,353</b>	<b>368,457</b>	<b>(32,104)</b>	<b>(9%)</b>		<b>1,529,027</b>	<b>1,713,294</b>	<b>(184,267)</b>	<b>(11%)</b>	
<b>Expenses</b>										
Salaries	128,885	130,800	1,915	1%		612,522	637,233	24,711	4%	
Employee benefits	384	43,100	42,715	99%	<b>C</b>	112,057	213,898	101,841	48%	<b>E</b>
Facility operations	2,758	657	(2,102)	(320%)		14,805	3,293	(11,512)	(350%)	
Professional services	20,797	41,313	20,516	50%	<b>D</b>	124,975	206,567	81,592	39%	<b>F</b>
Advertising	4,536	833	(3,703)	(444%)		14,493	4,167	(10,327)	(248%)	
Office expenses	36,389	14,608	(21,782)	(149%)	<b>E</b>	129,733	67,948	(61,786)	(91%)	<b>G</b>
Insurance	5,619	11,900	6,281	53%		29,311	59,500	30,188	51%	<b>H</b>
Information Technology Expenses	14,004	15,554	1,550	10%		90,601	77,771	(12,830)	(16%)	
Occupancy	5,542	6,122	579	9%		29,122	30,608	1,487	5%	
Community events	2,597	6,033	3,437	57%		33,194	36,417	3,223	9%	
Conferences, meetings and travel	2,352	2,490	138	6%		7,587	12,450	4,863	39%	
Dues, subscriptions and memberships	876	1,393	518	37%		4,176	6,967	2,791	40%	
Management Fee Expense	-	13,719	13,719	100%		-	68,596	68,596	100%	<b>I</b>
Other operating expenses	250	583	333	57%		2,984	2,917	(67)	(2%)	
<b>Total expenses</b>	<b>224,991</b>	<b>289,106</b>	<b>64,115</b>	<b>22%</b>		<b>1,205,587</b>	<b>1,428,330</b>	<b>222,743</b>	<b>16%</b>	
<b>Transfers</b>										
Transfers for Capital Equipment	-	-	-			-	-	-		
Transfers for Reserves	-	-	-			-	-	-		
<b>Total transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>-</b>	<b>-</b>		
<b>Total expenses after transfers</b>	<b>224,991</b>	<b>289,106</b>	<b>64,115</b>	<b>22%</b>		<b>1,205,587</b>	<b>1,428,330</b>	<b>222,743</b>	<b>16%</b>	
<b>Net revenue (expense)</b>	<b>\$ 111,362</b>	<b>\$ 79,351</b>	<b>\$ 32,011</b>	<b>40%</b>		<b>\$ 323,441</b>	<b>\$ 284,964</b>	<b>\$ 38,477</b>	<b>14%</b>	

Variance materiality = \$15k and 10%

**HRCA Administrative Fund  
Variance Analysis - Actual vs. Budget  
For the Five Months Ending May 31, 2023**

**Variance Discussion - MTD Actual vs. Budget**

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- A -** Homeowner Fees are underbudget primarily due to lower legal fees than anticipated. Less homes have been sent to legal, and home sales are less than anticipated with low inventory.
- B -** Management fee revenue/expense between Rec and Admin was discontinued in 2023.  
Employee benefits expenses are negligible for the month of May due to a refund received from Cigna for surplus claims history for 2022. \$35K of surplus was allocated to Admin. Also, medical insurance was \$7K underbudget.
- C -** Professional services are favorable to budget primarily due to lower legal fees than expected.
- D -** Office expenses were unfavorable to budget due to Election Buddy expenses (\$6K), higher bank/credit card fees (\$7K), postage (\$5K), and office supplies (\$3K).

**Variance Discussion - YTD Actual vs. Budget**

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- A -** Homeowner Fees are underbudget due to lower transfer fees (\$63K), legal fees (\$74K), and status letter fees (\$49K) than anticipated. Offset by \$12K higher late fee revenue and \$38K lien fee revenue.
- B -** CIS revenue exceeds budget due to fines not being budgeted for due to prior period accounting issues.
- C -** Legal fee revenue was reduced by \$17K in credits issued YTD per settlement agreements.
- D -** Management fee revenue/expense between Rec and Admin was discontinued in 2023.  
Employee benefits are underbudget due to (1) \$35K surplus refund from Cigna; (2) \$28K credit as a result of trueing up vacation accrual - vacation expense was not budgeted in 2023; and (3)
- E -** lower payroll taxes (\$8K), medical (\$22K), and retirement plan contributions (\$5K).
- F -** Professional services are favorable to budget primarily due to lower legal fees than expected.
- G -** Office expenses exceed budget due to Election Buddy expenses (\$19K), higher bank/credit card fees (\$25K), office supplies (\$12K), and postage (\$9K).
- H -** Insurance premiums allocated to Admin lower than budgeted. Overall HRCA insurance expense \$12K below budget YTD.
- I -** Management fee revenue/expense between Rec and Admin was discontinued in 2023.



**Administrative Fund Community Events  
For the Five Months Ending May 31, 2023**

	<b>Revenue</b>	<b>Expense</b>	<b>Profit/(Loss)</b>
Adult Swim Night	-	-	-
Beer Festival	-	(670)	(670)
Cans Festival	6,067	(1,593)	4,474
Coffee with a Cop	-	(35)	(35)
Cold Cases and Cocktails	6,409	(823)	5,586
Doggie Splash	-	-	-
Easter Egg Hunt	300	(5,371)	(5,071)
Fall Craft Show	-	-	-
Farmers Market	3,500	(19)	3,481
Father Daughter Sweetheart Ball	20,253	(20,598)	(345)
Garage Sale	1,108	(157)	951
General	316	(1,027)	(711)
Glow in the Dark Yoga	-	-	-
HRCA Camp Cups	-	-	-
HRCA Socks	11	-	11
Hometown Holiday Celebration	-	(15)	(15)
House Decorations	-	-	-
Jewelry Show	-	-	-
July 4th Fireworks	-	(51)	(51)
July 4th Parade	-	-	-
Miscellaneous Pop Up Events	-	(288)	(288)
Miscellaneous Tastings	-	(44)	(44)
Oaked & Smoked	-	(257)	(257)
Paranormal Party	-	-	-
Princess Teas	2,700	(1,353)	1,347
Rose in the Ranch	-	-	-
Recycling Events	-	(57)	(57)
Spirit Tastings	-	-	-
Spring Bazaar	12,044	2	12,046
Super Hero Party	1,514	(810)	704
Tacos and Tequila	-	(26)	(26)
Touch a Truck	-	-	-
	<b>54,222</b>	<b>(33,194)</b>	<b>21,028</b>

Community Relations & Marketing  
 FY23 BUDGET - COMMUNITY EVENTS

	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
<b>4400 - Community Events Revenue</b>													
Tacos and Tequila	-	-	-	-	-	-	-	13,000	-	-	-	-	13,000
Cold Cases and Cocktails	-	-	5,000	-	-	-	-	-	-	5,000	-	-	10,000
HRCA Socks	13	13	13	13	13	13	13	13	13	13	13	13	150
Easter Egg Hunt	-	-	-	550	-	-	-	-	-	-	-	-	550
July 4th Parade	-	-	-	-	-	-	3,500	-	-	-	-	-	3,500
Farmers Market	-	-	3,500	-	-	-	-	-	3,500	-	-	-	7,000
Hometown Holiday Celebration	-	-	-	-	-	-	-	-	-	-	-	500	500
Beer Festival	-	-	-	-	-	90,000	-	-	-	-	-	-	90,000
Spirit Tasting - Cans Festival	-	-	-	-	3,000	-	-	-	-	-	-	-	3,000
Spring Bazaar	-	-	12,420	-	-	-	-	-	-	-	-	-	12,420
Garage Sale	-	-	-	1,000	-	-	-	-	-	-	-	-	1,000
Fall Craft Show	-	-	-	-	-	-	-	-	15,000	-	-	-	15,000
Miscellaneous Tastings	-	-	-	-	-	-	-	-	-	-	-	3,500	3,500
Miscellaneous Events	-	-	-	-	-	1,000	-	-	-	-	-	-	1,000
Doggie Splash	-	-	-	-	-	-	-	-	3,000	-	-	-	3,000
Paranormal Party	-	-	-	-	-	-	-	-	-	6,000	-	-	6,000
Jewelry Show	-	-	-	-	-	-	-	-	-	-	10,000	-	10,000
Glow in the Dark Yoga	1,000	-	-	-	-	-	-	-	-	-	-	-	1,000
Father Daughter Sweetheart Ball	-	19,500	-	-	-	-	-	-	-	-	-	-	19,500
Oaked & Smoked	-	-	-	-	-	-	24,000	-	-	-	-	-	24,000
Super Hero Party	-	2,700	-	-	-	-	-	-	-	-	-	-	2,700
Princess Teas	-	-	2,000	-	-	-	-	-	-	-	-	2,000	4,000
	1,013	22,213	22,933	1,563	3,013	91,013	27,513	13,013	21,513	11,013	10,013	6,013	230,820
<b>5100 - Community Events Expense</b>													
Tacos and Tequila	-	-	-	-	-	-	-	9,600	-	-	-	-	9,600
July 4th Fireworks	-	-	-	-	-	-	62,000	-	-	-	-	-	62,000
House Decorating	-	-	-	-	-	-	-	-	-	75	-	75	150
Cold Cases and Cocktails	-	-	950	-	-	-	-	-	-	950	-	-	1,900
Senior Fair	-	-	-	-	-	-	-	-	-	-	200	-	200
General	583	583	583	583	583	583	583	583	583	583	583	583	7,000
Easter Egg Hunt	-	-	-	3,000	-	-	-	-	-	-	-	-	3,000
July 4th Parade	-	-	-	-	-	-	29,000	-	-	-	-	-	29,000
Farmers Market	-	-	150	-	-	-	-	-	150	-	-	-	300
Hometown Holiday Celebration	-	-	-	-	-	-	-	-	-	-	5,000	12,000	17,000
Beer Festival	-	-	-	-	2,500	80,000	2,500	-	-	-	-	-	85,000
Spirit Tasting - Cans Festival	-	-	-	-	450	-	-	-	-	-	-	-	450
Spring Bazaar	-	-	400	-	-	-	-	-	-	-	-	-	400
Garage Sale	-	-	-	300	-	-	-	-	-	-	-	-	300
Fall Craft Show	-	-	-	-	-	-	-	-	1,000	-	-	-	1,000
Miscellaneous Tastings	-	-	-	-	2,500	-	-	-	-	-	-	-	2,500
Miscellaneous Events	-	-	-	-	-	1,200	-	-	-	-	-	-	1,200
Doggie Splash	-	-	-	-	-	-	-	-	150	-	-	-	150
Paranormal Party	-	-	-	-	-	-	-	-	-	4,000	-	-	4,000
Jewelry Show	-	-	-	-	-	-	-	-	-	-	1,030	-	1,030
Glow in the Dark Yoga	1,500	-	-	-	-	-	-	-	-	-	-	-	1,500
Father Daughter Sweetheart Ball	-	19,000	-	-	-	-	-	-	-	-	-	-	19,000
Oaked & Smoked	-	-	-	-	-	-	13,500	-	-	-	-	-	13,500
Super Hero Party	-	1,500	-	-	-	-	-	-	-	-	-	-	1,500
Princess Teas	-	-	1,250	-	-	-	-	-	-	-	-	1,250	2,500
	2,083	21,083	3,333	3,883	6,033	81,783	107,583	10,183	1,883	5,608	6,813	13,908	264,180
<b>Net Income</b>	<b>(1,071)</b>	<b>1,129</b>	<b>19,599</b>	<b>(2,321)</b>	<b>(3,021)</b>	<b>9,229</b>	<b>(80,071)</b>	<b>2,829</b>	<b>19,629</b>	<b>5,404</b>	<b>3,199</b>	<b>(7,896)</b>	<b>(33,360)</b>

**HRCA Recreation Fund**  
**Variance Analysis - Actual vs. Budget**  
**For the Five Months Ending May 31, 2023**

	Current Month					Year To Date				
	Actual	Budget	Variance			Actual	Budget	Variance		
			\$	%			\$	%		
<b>Revenues</b>										
Homeowner assessments	\$ 1,497,048	\$ 1,493,284	\$ 3,764	0%		\$ 7,474,565	\$ 7,466,420	\$ 8,145	0%	
Recreation programs	472,535	403,441	69,094	17%	A	2,415,583	2,252,432	163,151	7%	
Facility operations	75,931	71,329	4,601	6%		534,101	418,122	115,979	28%	A
Management Fee Revenue	-	13,719	(13,719)	(100%)		-	68,596	(68,596)	(100%)	B
Interest and other Revenue	12,332	696	11,636	1,672%		155,153	41,229	113,923	276%	C
<b>Total revenues</b>	<b>2,057,845</b>	<b>1,982,469</b>	<b>75,376</b>	<b>4%</b>		<b>10,579,401</b>	<b>10,246,798</b>	<b>332,603</b>	<b>3%</b>	
<b>Expenses</b>										
Salaries	840,431	846,047	5,616	1%		3,996,070	4,081,793	85,723	2%	
Employee benefits	102,841	222,505	119,663	54%	B	1,023,048	1,114,105	91,057	8%	
Facility operations	107,319	109,532	2,213	2%		448,419	448,611	192	0%	
Professional services	14,408	21,472	7,063	33%		77,907	107,358	29,451	27%	D
Advertising	5,092	833	(4,259)	(511%)		25,370	24,167	(1,203)	(5%)	
Office expenses	40,320	30,535	(9,785)	(32%)		258,427	190,782	(67,645)	(35%)	E
Insurance	38,475	35,750	(2,724)	(8%)		196,505	178,752	(17,753)	(10%)	
Information Technology Expenses	67,843	57,758	(10,086)	(17%)		305,502	288,788	(16,714)	(6%)	
Occupancy	100,406	128,385	27,979	22%	C	648,800	622,349	(26,451)	(4%)	
Program	102,509	81,669	(20,840)	(26%)		429,755	395,471	(34,284)	(9%)	
Conferences, meetings and travel	709	838	129	15%		3,999	4,190	191	5%	
Licenses and permits	3,508	2,712	(796)	(29%)		17,260	48,548	31,288	64%	F
Dues, subscriptions and memberships	766	563	(204)	(36%)		1,652	2,813	1,160	41%	
Management Fee Expense	-	28,145	28,145	100%	D	-	140,725	140,725	100%	G
Other operating expenses	(10)	458	469	102%		(790)	2,292	3,082	134%	
<b>Total expenses</b>	<b>1,424,617</b>	<b>1,567,202</b>	<b>142,585</b>	<b>9%</b>		<b>7,431,923</b>	<b>7,650,744</b>	<b>218,821</b>	<b>3%</b>	
<b>Transfers</b>										
Transfers to Bond Fund	112,231	267,200	154,969	58%	E	1,278,835	1,336,000	57,165	4%	H
Transfers to Backcountry Fund	83,300	41,650	(41,650)	(100%)		208,250	208,250	-	0%	
Transfers for Capital Equipment	-	16,500	16,500	100%		11,938	82,500	70,562	86%	
Transfers for Reserves	-	64,575	64,575	100%		198,150	322,875	124,725	39%	
<b>Total transfers</b>	<b>195,531</b>	<b>389,925</b>	<b>194,394</b>	<b>50%</b>		<b>1,697,173</b>	<b>1,949,625</b>	<b>252,452</b>	<b>13%</b>	
<b>Total expenses after transfers</b>	<b>1,620,148</b>	<b>1,957,127</b>	<b>336,979</b>	<b>17%</b>		<b>9,129,096</b>	<b>9,600,369</b>	<b>471,273</b>	<b>5%</b>	
<b>Net revenue (expense)</b>	<b>\$ 437,698</b>	<b>\$ 25,342</b>	<b>\$ 412,355</b>	<b>1,627%</b>		<b>\$ 1,450,305</b>	<b>\$ 646,429</b>	<b>\$ 803,875</b>	<b>124%</b>	

Variance materiality = \$25k and 10%

**HRC Recreation Fund**  
**Variance Analysis - Actual vs. Budget**  
**For the Five Months Ending May 31, 2023**

**Variance Discussion - MTD Actual vs. Budget**

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- A -** Recreation Programs exceeded budget in April due to increased revenue from Preschool (\$24K - added toddler room), Arts & Education (\$8K - added theater program), Aquatics (\$21K - added classes to meet demand), and Sports & Fitness (\$16K - mostly Youth and Race Series)
- B -** Employee Benefits are significantly less than budget primarily due to refund received from Cigna for surplus claims history for 2022. \$105K of surplus was allocated to Rec.
- C -** Occupancy expenses are favorable to budget due to lower utility usage for May, and \$20K in solar credits recognized this month.
- D -** Management fee revenue/expense between Rec and Admin was discontinued in 2023.
- E -** Transfers are made quarterly or as needed

**Variance Discussion - YTD Actual vs. Budget**

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- A -** Favorable variance for Facility Operations revenue YTD is due to increased facility rentals (\$76K - primarily tennis, golf simulator, and aquatics) and increased membership revenue (\$30K - mostly nonresident and businesses).
- B -** Management fee revenue/expense between Rec and Admin was discontinued in 2023.
  - Interest/dividend revenue exceeded budget by \$42K YTD due to better treasury planning and increased interest rates.
  - Other revenue exceeded budget by \$72K YTD due to unbudgeted air quality grant (\$20K), Therapeutic Rec scholarship grant received from our 501(c)3 for TR classes run through HRC (\$40K), and other minor items.
- D -** Professional Services are favorable to budget due to lower audit and accounting services (\$16K), consulting fees (\$9K), and legal fees (\$6K) than expected.
- E -** Office Expense exceed budget due to higher bank/credit card fees (\$27K), Postage (\$17K), Printing (\$17K) and Newsletter (\$10K). This is partly due to timing - budgeted at end of QTR and paid in beginning of QTR.
- F -** Licenses and Permits are favorable to budget as we are amortizing Ellis aquatic certification expense over the year vs. the budget of January. At end of year we will be at budget.
- G -** Management fee revenue/expense between Rec and Admin was discontinued in 2023.
- H -** Transfers are made quarterly or as needed

**HRC Backcountry Fund**  
**Variance Analysis - Actual vs. Budget**  
**For the Five Months Ending May 31, 2023**

	Current Month				Year To Date			
	Actual	Budget	Variance		Actual	Budget	Variance	
			\$	%			\$	%
<b>Revenues</b>								
Recreation programs	47,167	48,500	(1,333)	(3%)	123,692	116,700	6,992	6%
Facility operations	1,354	2,205	(851)	(39%)	6,773	11,027	(4,254)	(39%)
Interest and other Revenue	5,527	10,100	(4,573)	(45%)	49,888	43,700	6,188	14%
<b>Total revenues</b>	<b>54,049</b>	<b>60,805</b>	<b>(6,756)</b>	<b>(11%)</b>	<b>180,352</b>	<b>171,427</b>	<b>8,926</b>	<b>5%</b>
<b>Expenses</b>								
Salaries	76,281	99,800	23,518	24% <b>A</b>	333,679	370,271	36,593	10% <b>A</b>
Employee benefits	25,566	24,895	(671)	(3%)	126,670	114,432	(12,238)	(11%) <b>B</b>
Facility operations	13,294	10,093	(3,201)	(32%)	33,762	36,567	2,804	8%
Professional services	400	218	(183)	(84%)	1,480	1,218	(263)	(22%)
Advertising	-	-	-		(114)	-	114	
Office expenses	454	805	351	44%	2,637	4,175	1,538	37%
Insurance	3,580	3,605	25	1%	18,434	18,025	(409)	(2%)
Program	19,325	27,150	7,825	29%	82,296	89,250	6,954	8%
Conferences, meetings and travel	3,367	2,050	(1,317)	(64%)	7,665	8,675	1,010	12%
Licenses and permits	-	47	47	100%	-	233	233	100%
<b>Total expenses</b>	<b>142,266</b>	<b>168,662</b>	<b>26,396</b>	<b>16%</b>	<b>606,509</b>	<b>642,846</b>	<b>36,337</b>	<b>6%</b>
(Gains) / Losses	-	-	-		-	-	-	
<b>Transfers</b>								
Transfers to Backcountry Fund	(83,300)	(41,650)	41,650	(100%) <b>B</b>	(208,250)	(208,250)	-	0%
Transfers for Capital Equipment	-	-	-		-	-	-	
Transfers for Reserves	-	-	-		-	-	-	
<b>Total transfers</b>	<b>(83,300)</b>	<b>(41,650)</b>	<b>41,650</b>	<b>(100%)</b>	<b>(208,250)</b>	<b>(208,250)</b>	<b>-</b>	<b>0%</b>
<b>Total expenses after transfers</b>	<b>58,966</b>	<b>127,012</b>	<b>68,046</b>	<b>54%</b>	<b>398,259</b>	<b>434,596</b>	<b>36,337</b>	<b>8%</b>
<b>Net revenue (expense)</b>	<b>\$ (4,917)</b>	<b>\$ (66,207)</b>	<b>\$ 61,290</b>	<b>(93%)</b>	<b>\$ (217,906)</b>	<b>\$ (263,169)</b>	<b>\$ 45,263</b>	<b>(17%)</b>

Variance materiality = \$10k and 10%

**Variance Discussion - MTD Actual vs. Budget**

- A** - Salaries expense will catch up to budget next month with increased summer programs and staff. There were fewer lessons due to rain/mud.
- B** - Transfers to Backcountry from Rec Fund are made quarterly or as needed. April and May budgeted transfers were made in May.

**Variance Discussion - YTD Actual vs. Budget**

- A** - Salaries expense is favorable to budget due to less expense for seasonal and program staff. This will pick up over the summer months.
- B** - Employee benefits exceed budget due to higher medical insurance than anticipated, and lower taxes consistent with lower payroll

**HRCA**  
**Statement of Revenues and Expenses**  
**May 31, 2023**

	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
<b>Revenues</b>																
Homeowner assessments and fees	193,679	1,497,048	-	1,690,727	190,754	1,493,284	-	1,684,038	2,925	3,764	-	6,688	2%	0%		0%
Homeowner fees	99,789	-	-	99,789	116,913	-	-	116,913	(17,125)	-	-	(17,125)	-15%			-15%
Community Improvement Services	18,895	-	-	18,895	12,500	-	-	12,500	6,395	-	-	6,395	51%			51%
Legal Revenue	(5,467)	-	-	(5,467)	3,417	-	-	3,417	(8,883)	-	-	(8,883)	-260%			-260%
Recreation programs	-	472,535	47,167	519,702	-	403,441	48,500	451,941	-	69,094	(1,333)	67,761		17%	-3%	15%
Facility operations	-	75,931	1,354	77,285	-	71,329	2,205	73,535	-	4,601	(851)	3,751		6%	-39%	5%
Community Events	6,067	-	-	6,067	3,013	-	-	3,013	3,055	-	-	3,055	101%			101%
Advertising	-	-	-	-	-	-	-	-	-	-	-	-				
Management Fee	-	-	-	-	28,145	13,719	-	41,864	(28,145)	(13,719)	-	(41,864)	-100%	-100%		-100%
Interest and other revenue	23,390	12,332	5,527	41,249	13,715	696	10,100	24,511	9,675	11,636	(4,573)	16,738	71%	1672%	-45%	68%
<b>Total revenues</b>	<b>336,353</b>	<b>2,057,845</b>	<b>54,049</b>	<b>2,448,247</b>	<b>368,457</b>	<b>1,982,469</b>	<b>60,805</b>	<b>2,411,731</b>	<b>(32,104)</b>	<b>75,376</b>	<b>(6,756)</b>	<b>36,516</b>	<b>-9%</b>	<b>4%</b>	<b>-11%</b>	<b>2%</b>
<b>Expenses</b>																
Salaries	128,885	840,431	76,281	1,045,597	130,800	846,047	99,800	1,076,648	1,915	5,616	23,518	31,050	1%	1%	24%	3%
Employee benefits	384	102,841	25,566	128,792	43,100	222,505	24,895	290,500	42,715	119,663	(671)	161,708	99%	54%	-3%	56%
Facility operations	2,758	107,319	13,294	123,371	657	109,532	10,093	120,282	(2,102)	2,213	(3,201)	(3,089)	-320%	2%	-32%	-3%
Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-				
Professional services	20,797	14,408	400	35,605	41,313	21,472	218	63,002	20,516	7,063	(183)	27,397	50%	33%	-84%	43%
Advertising	4,536	5,092	-	9,628	833	833	-	1,667	(3,703)	(4,259)	-	(7,961)	-444%	-511%		-478%
Office expenses	36,389	40,320	454	77,163	14,608	30,535	805	45,947	(21,782)	(9,785)	351	(31,215)	-149%	-32%	44%	-68%
Insurance	5,619	38,475	3,580	47,674	11,900	35,750	3,605	51,255	6,281	(2,724)	25	3,582	53%	-8%	1%	7%
Interest	-	-	-	-	-	-	-	-	-	-	-	-				
IT Expenses	14,004	67,843	-	81,847	15,554	57,758	-	73,312	1,550	(10,086)	-	(8,536)	10%	-17%		-12%
Occupancy	5,542	100,406	-	105,948	6,122	128,385	-	134,507	579	27,979	-	28,558	9%	22%		21%
Program	-	102,509	19,325	121,834	-	81,669	27,150	108,819	-	(20,840)	7,825	(13,015)		-26%	29%	-12%
Community events	2,597	-	-	2,597	6,033	-	-	6,033	3,437	-	-	3,437	57%			57%
Conferences, meetings and travel	2,352	709	3,367	6,428	2,490	838	2,050	5,378	138	129	(1,317)	(1,050)	6%	15%	-64%	-20%
Licenses and permits	-	3,508	-	3,508	-	2,712	47	2,759	-	(796)	47	(749)		-29%	100%	-27%
Dues, subscriptions and memberships	876	766	-	1,642	1,393	563	-	1,956	518	(204)	-	314	37%		-36%	16%
Management Fee	-	-	-	-	13,719	28,145	-	41,864	13,719	28,145	-	41,864	100%	100%		100%
Other operating expenses	250	(10)	-	240	583	458	-	1,042	333	469	-	802	57%	102%		77%
<b>Total expenses</b>	<b>224,991</b>	<b>1,424,617</b>	<b>142,266</b>	<b>1,791,874</b>	<b>289,106</b>	<b>1,567,202</b>	<b>168,662</b>	<b>2,024,970</b>	<b>64,115</b>	<b>142,585</b>	<b>26,396</b>	<b>233,096</b>	<b>22%</b>	<b>9%</b>	<b>16%</b>	<b>12%</b>
<b>Transfers</b>																
Transfers to Bond Fund	-	112,231	-	112,231	-	267,200	-	267,200	-	154,969	-	154,969			58%	58%
Transfers to Backcountry Fund	-	83,300	(83,300)	-	-	41,650	(41,650)	-	-	(41,650)	41,650	-		-100%	-100%	
Transfers for Capital Equipment	-	-	-	-	-	16,500	-	16,500	-	16,500	-	16,500			100%	100%
Transfers for Reserves	-	-	-	-	-	64,575	-	64,575	-	64,575	-	64,575			100%	100%
<b>Total Transfers</b>	<b>-</b>	<b>195,531</b>	<b>(83,300)</b>	<b>112,231</b>	<b>-</b>	<b>389,925</b>	<b>(41,650)</b>	<b>348,275</b>	<b>-</b>	<b>194,394</b>	<b>41,650</b>	<b>236,044</b>		<b>50%</b>	<b>-100%</b>	<b>68%</b>
<b>Total expense after transfers</b>	<b>224,991</b>	<b>1,620,148</b>	<b>58,966</b>	<b>1,904,105</b>	<b>289,106</b>	<b>1,957,127</b>	<b>127,012</b>	<b>2,373,245</b>	<b>64,115</b>	<b>336,979</b>	<b>68,046</b>	<b>469,140</b>	<b>22%</b>	<b>17%</b>	<b>54%</b>	<b>20%</b>
<b>Net revenue (expense)</b>	<b>111,362</b>	<b>437,698</b>	<b>(4,917)</b>	<b>544,143</b>	<b>79,351</b>	<b>25,342</b>	<b>(66,207)</b>	<b>38,486</b>	<b>32,011</b>	<b>412,355</b>	<b>61,290</b>	<b>505,657</b>	<b>40%</b>	<b>1627%</b>	<b>-93%</b>	<b>1314%</b>

**HRCA**  
**Statement of Revenues and Expenses**  
**For the Five Months Ending May 31, 2023**

	YTD Actuals				YTD Budget				YTD Variance				YTD % Variance			
	Admin	Rec	BC	Total	Admin	Rec	BC	Total	Admin	Rec	BC	Total	Admin	Rec	BC	Total
<b>Revenues</b>																
Homeowner assessments and fees	963,926	7,474,565	-	8,438,490	953,771	7,466,420	-	8,420,191	10,154	8,145	-	18,299	1%	0%		0%
Homeowner fees	306,693	-	-	306,693	442,307	-	-	442,307	(135,614)	-	-	(135,614)	-31%			-31%
Community Improvement Services	137,218	-	-	137,218	50,000	-	-	50,000	87,218	-	-	87,218	174%			174%
Legal Revenue	(5,621)	-	-	(5,621)	17,083	-	-	17,083	(22,705)	-	-	(22,705)	-133%			-133%
Recreation programs	-	2,415,583	123,692	2,539,275	-	2,252,432	116,700	2,369,132	-	163,151	6,992	170,143		7%	6%	7%
Facility operations	-	534,101	6,773	540,873	-	418,122	11,027	429,148	-	115,979	(4,254)	111,725		28%	-39%	26%
Community Events	54,222	-	-	54,222	50,733	-	-	50,733	3,489	-	-	3,489	7%			7%
Advertising	-	-	-	-	-	-	-	-	-	-	-	-				
Management Fee	-	-	-	-	140,725	68,596	-	209,321	(140,725)	(68,596)	-	(209,321)	-100%	-100%		-100%
Interest and other revenue	72,590	155,153	49,888	277,631	58,675	41,229	43,700	143,604	13,915	113,923	6,188	134,026	24%	276%	14%	93%
<b>Total revenues</b>	<b>1,529,027</b>	<b>10,579,401</b>	<b>180,352</b>	<b>12,288,781</b>	<b>1,713,294</b>	<b>10,246,798</b>	<b>171,427</b>	<b>12,131,519</b>	<b>(184,267)</b>	<b>332,603</b>	<b>8,926</b>	<b>157,262</b>	<b>-11%</b>	<b>3%</b>	<b>5%</b>	<b>1%</b>
<b>Expenses</b>																
Salaries	612,522	3,996,070	333,679	4,942,270	637,233	4,081,793	370,271	5,089,297	24,711	85,723	36,593	147,027	4%	2%	10%	3%
Employee benefits	112,057	1,023,048	126,670	1,261,775	213,898	1,114,105	114,432	1,442,436	101,841	91,057	(12,238)	180,661	48%	8%	-11%	13%
Facility operations	14,805	448,419	33,762	496,986	3,293	448,611	36,567	488,471	(11,512)	192	2,804	(8,515)	-350%	0%	8%	-2%
Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-				
Professional services	124,975	77,907	1,480	204,362	206,567	107,358	1,218	315,142	81,592	29,451	(263)	110,780	39%	27%	-22%	35%
Advertising	14,493	25,370	(114)	39,749	4,167	24,167	-	28,333	(10,327)	(1,203)	114	(11,416)	-248%	-5%		-40%
Office expenses	129,733	258,427	2,637	390,797	67,948	190,782	4,175	262,905	(61,786)	(67,645)	1,538	(127,892)	-91%	-35%	37%	-49%
Insurance	29,311	196,505	18,434	244,251	59,500	178,752	18,025	256,276	30,188	(17,753)	(409)	12,026	51%	-10%	-2%	5%
Interest	-	-	-	-	-	-	-	-	-	-	-	-				
IT Expenses	90,601	305,502	-	396,102	77,771	288,788	-	366,558	(12,830)	(16,714)	-	(29,544)	-16%	-6%		-8%
Occupancy	29,122	648,800	-	677,922	30,608	622,349	-	652,958	1,487	(26,451)	-	(24,964)	5%	-4%		-4%
Program	27	429,755	82,296	512,078	-	395,471	89,250	484,721	(27)	(34,284)	6,954	(27,357)		-9%	8%	-6%
Community events	33,194	-	-	33,194	36,417	-	-	36,417	3,223	-	-	3,223	9%			9%
Conferences, meetings and travel	7,587	3,999	7,665	19,250	12,450	4,190	8,675	25,315	4,863	191	1,010	6,065	39%	5%	12%	24%
Licenses and permits	-	17,260	-	17,260	-	48,548	233	48,781	-	31,288	233	31,522		64%	100%	65%
Dues, subscriptions and memberships	4,176	1,652	-	5,828	6,967	2,813	-	9,779	2,791	1,160	-	3,951	40%	41%		40%
Management Fee	-	-	-	-	68,596	140,725	-	209,321	68,596	140,725	-	209,321	100%	100%		100%
Other operating expenses	2,984	(790)	-	2,194	2,917	2,292	-	5,208	(67)	3,082	-	3,015	-2%	134%		58%
<b>Total expenses</b>	<b>1,205,587</b>	<b>7,431,923</b>	<b>606,509</b>	<b>9,244,018</b>	<b>1,428,330</b>	<b>7,650,744</b>	<b>642,846</b>	<b>9,721,919</b>	<b>222,743</b>	<b>218,821</b>	<b>36,337</b>	<b>477,901</b>	<b>16%</b>	<b>3%</b>	<b>6%</b>	<b>5%</b>
<b>Transfers</b>																
Transfers to Bond Fund	-	1,278,835	-	1,278,835	-	1,336,000	-	1,336,000	-	57,165	-	57,165		4%		4%
Transfers to Backcountry Fund	-	208,250	(208,250)	-	-	208,250	(208,250)	-	-	-	-	-		0%	0%	
Transfers for Capital Equipment	-	11,938	-	11,938	-	82,500	-	82,500	-	70,562	-	70,562		86%		86%
Transfers for Reserves	-	198,150	-	198,150	-	322,875	-	322,875	-	124,725	-	124,725		39%		39%
<b>Total Transfers</b>	<b>-</b>	<b>1,697,173</b>	<b>(208,250)</b>	<b>1,488,923</b>	<b>-</b>	<b>1,949,625</b>	<b>(208,250)</b>	<b>1,741,375</b>	<b>-</b>	<b>252,452</b>	<b>-</b>	<b>252,452</b>		<b>13%</b>	<b>0%</b>	<b>14%</b>
<b>Total expense after transfers</b>	<b>1,205,587</b>	<b>9,129,096</b>	<b>398,259</b>	<b>10,732,942</b>	<b>1,428,330</b>	<b>9,600,369</b>	<b>434,596</b>	<b>11,463,294</b>	<b>222,743</b>	<b>471,273</b>	<b>36,337</b>	<b>730,353</b>	<b>16%</b>	<b>5%</b>	<b>8%</b>	<b>6%</b>
<b>Net revenue (expense)</b>	<b>323,441</b>	<b>1,450,305</b>	<b>(217,906)</b>	<b>1,555,839</b>	<b>284,964</b>	<b>646,429</b>	<b>(263,169)</b>	<b>668,225</b>	<b>38,477</b>	<b>803,875</b>	<b>45,263</b>	<b>887,614</b>	<b>14%</b>	<b>124%</b>	<b>-17%</b>	<b>133%</b>