



# Delegate Meeting Agenda

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| I. Call to Order   | 6:00 p.m. |
| II. Speaker – None   | 6:02 p.m. |
| III. Pledge of Allegiance  | 6:03 p.m. |
| IV. Roll Call/Establishment of Quorum  | 6:05 p.m. |
| V. Proof of Notice of Meeting  | 6:08 p.m. |
| VI. Approval of Minutes from the Preceding Meeting of the Delegates<br>October 17, 2023  | 6:10 p.m. |
| VII. Member Forum   <i>Sign-up in advance; 3-minute time limit</i>   | 6:12 p.m. |
| VIII. Board of Directors Report <ul style="list-style-type: none"><li>Volunteer Appreciation Cocktail Hour</li></ul>   | 6:22 p.m. |
| IX. Board of Directors Comments  | 6:25 p.m. |
| X. General Manager Report   <i>Mike Bailey</i>   | 6:30 p.m. |
| XI. Department Updates <ul style="list-style-type: none"><li>None</li></ul>  | 6:40 p.m. |
| XII. Continued/New Business <ul style="list-style-type: none"><li>Action: Vote on Bylaw Amendment 7.5A</li><li>Action: Vote on the 2024 Guest Speaker Schedule</li></ul> | 6:45 p.m. |
| XIII. Delegate Forum   <i>Sign-up in advance; 3-minute time limit</i>  | 6:50 p.m. |
| XIV. 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, December 12, 2023.

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# Delegate Meeting Minutes

October 17, 2023

6:00 p.m.

Southridge Rec Center

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**Agenda item:** Call to Order

**Presenter:** Jim Allen

Jim Allen called the meeting to order at 6:02 p.m.

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**Agenda item:** Douglas County Sheriff's Office

**Presenter:** Captain Phil Domenico

Captain Phil Domenico, Douglas County Sheriff's Office, presented a PowerPoint with an overview of the status of the Sheriff's Offices within Douglas County and Highlands Ranch. He shared statistics about the different Districts the Sheriff's Office covers, calls for service, crime, and traffic. There was time allotted for questions and answers.

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**Agenda item:** Pledge of Allegiance

**Presenter:** Jim Allen

Jim Allen led the meeting in the Pledge of Allegiance.

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

**Presenter:** Theresa Hill

**Conclusions:**

A quorum was established; 23,917 of 31,934 lots were present.

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**Agenda item:** Proof of Notice of Meeting

**Presenter:** Kurt Huffman

Kurt Huffman confirmed the Proof of Notice of Meeting.

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**Agenda item:** Approval of Minutes for the Meeting of the Delegates for the September 19, 2023, Meeting

**Presenter:** Jim Allen

**Conclusions:**

September 2023 minutes were approved—motioned by Andy Jones, representing District 25, and seconded by Elizabeth Strock, representing District 16. Motion carried.

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**Agenda item:** Member Forum

**Presenter:** N/A

**Discussion:**

Paula Smith | 8867 Forest Drive: Paula a statement from Susan Meek, the current Douglas County School Board member. Her letter shared her support of the current Douglas County School Board and 5A and 5B initiatives.

Brad Geiger | 3524 Meadow Creek Place: Brad addressed his candidacy for Douglas County School Board.

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**Agenda item:** Board of Directors Report

**Presenter:** Jim Allen

**Conclusions:**

Board President Jim Allen presented the following within his report:

An overview of proposed one-minute Board of Director comments.

An update on the Bylaws Amendment vote.

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**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Conclusions:**

General Manager Mike Bailey presented the following within his report:

A reminder of the Back the Backcountry event on November 9 with the purpose of raising funds for the Backcountry 501c3.

An overview of the Hunt of a Lifetime in 2023.

A pool usage update and the efforts HRCA Human Resources has taken to improve recruitment endeavors.

A report of an incident that occurred at Northridge where staff were required to use their safety and life-saving training.

An overview of the Guest Speaker schedule for 2024.

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**Agenda item:** Department Updates

**Presenter:** HRCA Staff

**Conclusions:** None

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**Agenda item:** Continued Business

**Presenter:** N/A

**Conclusions:**

Action: Vote on the 2024 Budget

Brice Kahler presented an updated budget presentation. There was time allotted for Delegate questions and answers.

The 2024 Budget was approved—motioned by Greg Herman, representing District 17, and seconded by Andy Jones, representing District 25. A lot count was conducted – 19,814 Delegate District voted in favor, 3,937 opposed, and 166 abstentions. Motion carried.

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**Agenda item:** New Business

**Presenter:** N/A

**Conclusions:**

Action: Vote on the 2024 Board and Delegate Meeting Schedule

The 2024 Board and Delegate Meeting Schedule was approved—motioned by Greg Herman, representing District 17, and seconded by Dennis Epperly, representing Districts 2/106. Motion carried.

Action: Vote on the 2024 Delegate Guest Speaker Schedule. Removed by the Delegate body. Will be presented on the November 2023 Agenda.

The Delegates, motioned by Laura Eicher, representing District 80, and seconded by Colin Campbell, representing District 115, requested one-minute Board of Director comments be added to the Delegate Agenda. A majority of the Delegate body was in favor of the motion. Motion carried.

**Discussion:**

Director Discussion: Director Huffman addressed Director decorum among the Board.

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**Agenda item:** Delegate Forum

**Presenter:** Delegates

**Discussion:**

Elizabeth Strock | Delegate District 16: Elizabeth shared concerns within her neighborhood and wanted to know if there could be different regulations for rentals/rental agencies.

Andy Jones | Delegate District 25: Andy shared about the Highlands Ranch Metro District and planning for Toepfer Park. Andy shared his candidacy for the Douglas County School Board.

Mark Dickerson | Delegate District 110: Mark thanked Mike Bailey and Brian Sheppelman regarding work on the Bylaws Amendment communication and a Sub-Association reminder.

Jim Allen responded to Kurt Huffman's Director Decorum comments.

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**Agenda item:** Adjournment

**Presenter:**

**Conclusions:**

Motioned by Dennis Epperly, representing Districts 2/106, and seconded by Mark Dickerson, representing District 110. The Meeting of the Delegates was adjourned at 8:10 p.m.

**Respectfully submitted,**

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*Kurt Huffman, Secretary*

DISTRICT DELEGATE ROLL CALL  
MEETING DATE: SEPTEMBER 19, 2023  
RECORD DATE:

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	F	266	266	-	266	266	-	-
3	TODD LANDGRAVE	X	F	184	184	-	184	184	-	-
4	ROY KING (Stratton Ridge)			153	-	-	-	-	-	-
5	JUDY DYK (Bradford Hills)	X	F	108	108	-	108	108	-	-
6	LARISA KNAFELC (Sugarmill)	X	A	126	126	-	126	-	-	126
7	MICHAEL RILEY			295	-	-	-	-	-	-
8	VACANT (Chaler)			97	-	-	-	-	-	-
9	SUE LEDOLPH (Remington Bluffs)	P	F	50	-	50	50	50	-	-
10	JIM MATSEY			143	-	-	-	-	-	-
11	ERIC EICHER	X	F	251	251	-	251	251	-	-
12	CONNIE ROSEL (Falcon Hills)	X	F	113	113	-	113	113	-	-
13	HILARY PRICE	P	F	199	-	199	199	199	-	-
14	TAMMY KELLY	P	F	185	-	185	185	185	-	-
15	JUSTIN HILL			200	-	-	-	-	-	-
16	ELIZABETH STROCK	X	F	105	105	-	105	105	-	-
17	GREG HERMAN	X	F	166	166	-	166	166	-	-
18	GLENN PROULX			318	-	-	-	-	-	-
20	JEAN REHNKE	X	F	208	208	-	208	208	-	-
21	ANDREW CURRIER			189	-	-	-	-	-	-
22	BRYAN WALSH	X	F	132	132	-	132	132	-	-
23	MICHAEL MEEHAN	X	F	142	142	-	142	142	-	-
24	CONNIE ROSEL	X	F	83	83	-	83	83	-	-
25	ANDY JONES	X	F	438	438	-	438	438	-	-
26	REBECCA ROTHWELL	X	O	183	183	-	183	-	183	-
27	KYLE ANHORN	X	F	242	242	-	242	242	-	-
28	BRYAN WALSH	X	F	48	48	-	48	48	-	-
30	JOE AHLGRIM (Timberline)	P	F	368	-	368	368	368	-	-
40	FRANK IMPINNA	P	F	368	-	368	368	368	-	-
41	TOMMY DOLAN	P	F	366	-	366	366	366	-	-
49	BETHANY KOCH	X	F	291	291	-	291	291	-	-
50	LINDA MALLETT (Gleneagles)	X	F	345	345	-	345	345	-	-
51	SID BASU	X	O	253	253	-	253	-	253	-
52	CLINTON CAVE	P	F	234	-	234	234	234	-	-
53	SHARYN LANDIS	X	F	171	171	-	171	171	-	-
60	PATRICIA CALLIES	X	O	181	181	-	181	-	181	-
61	JEFF ROHR	X	F	105	105	-	105	105	-	-
62	NANCY SMITH	X	F	197	197	-	197	197	-	-
63	TODD LANDGRAVE	X	F	51	51	-	51	51	-	-
64	RUSSELL KING	P	F	130	-	130	130	130	-	-
65	DON WOODLAND	X	F	96	96	-	96	96	-	-
66	JEFF ROHR	X	F	224	224	-	224	224	-	-
68	BOMAR ALVARADO	X	S	152	152	-	-	100	52	-
69	LOUISE ANSARI			182	-	-	-	-	-	-
70	TERI HEJELSTAD (The Village)	X	F	81	81	-	81	81	-	-
71	CONNIE ROSEL (Falcon Hills South)	X	F	26	26	-	26	26	-	-
73	VACANT			1,184	-	-	-	-	-	-
74	HILL BETTNER	P	S	940	-	940	600	300	40	-
75	VACANT			74	-	-	-	-	-	-
76	BRET ROGERS	X	O	223	223	-	223	-	223	-
77	MELISSA SMESSEART			420	-	-	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	CONNIE MANZER (The Retreat)	X	F	101	101	-	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	F	1,533	1,533	-	1,533	1,533	-	-
81	AL BONNEAU			20	-	-	-	-	-	-
82	BRUCE BROWN		O	778	-	778	778	-	778	-
83	ANDY NATALIE			180	-	-	-	-	-	-
84	DAVID ALPERT			705	-	-	-	-	-	-
85	DEBORAH SPICER			784	-	-	-	-	-	-
86	DAWN KEATING	X	O	1,290	1,290	-	1,290	-	1,290	-
87	JENNIFER HARRIS (Indigo Hill)	X	F	481	481	-	481	481	-	-
88	CAROLYN GROOM (Wetherstone)	X	F	294	294	-	294	294	-	-
89	MARY KAY COURTNEY (Villages at H.R.)			323	-	-	-	-	-	-
90	BARBARA SMITH (Spaces)	X	F	250	250	-	250	250	-	-
91	GINGER NIXT (Settlers Village)			199	-	-	-	-	-	-
92	MICHELLE RATCLIFF (Canyon Ranch)	X	F	440	440	-	440	440	-	-
93	JENNIFER PARK	P	F	260	-	260	260	260	-	-
94	AL PELKOWSKI (Westridge Knolls)		F	617	-	617	617	617	-	-
95	TOM RYNO	X	F	56	56	-	56	56	-	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	WILLIAM SMITH			336	-	-	-	-	-	-
98	DANA SCANTLAND (Sundance @ Indigo Hill)			225	-	-	-	-	-	-
99	MICHAEL PETRUCCELLI (Carlyle Park)			213	-	-	-	-	-	-
100	GAIL FRANCES	X	O	177	177	-	177	-	177	-
101	VACANT			111	-	-	-	-	-	-
102	PAULA BACHELLER	X	O	202	202	-	202	-	202	-
103	JAC LEBBS	X	F	401	401	-	401	401	-	-
104	TONIA NEALY	X	F	532	532	-	532	532	-	-
105	JOSEPH ADEN	X	F	353	353	-	353	353	-	-
106	DENNIS EPPERLY	X	F	226	226	-	226	226	-	-
107	ALDIS SIDES (HR Golf Club)	X	F	579	579	-	579	579	-	-
108	MIKE MILLINGTON	P	F	208	-	208	208	208	-	-
109	LEO STEGMAN (Backcountry)	X	F	1,252	1,252	-	1,252	1,252	-	-
110	MARK DICKEKSON (Stonebury)	X	F	87	87	-	87	87	-	-
111	MIKE WOODLAND (Fireflight)	X	F	1,863	1,863	-	1,863	1,863	-	-
112	PATTIE MCGINNNESS (Highland Walk)	P	O	298	-	298	298	-	298	-
113	FRANK IMPINNA	P	F	517	-	517	517	517	-	-
114	CLAY KARR (The Hearth)	P	F	1,652	-	1,652	1,652	1,652	-	-
115	COLIN CAMPBELL (Brownstones)	X	F	359	359	-	359	359	-	-
116	ROBERT STRAUSS (Tresna)	X	F	557	557	-	557	557	-	-
120	VACANT (Clock Tower Residences)			318	-	-	-	-	-	-
121	ROBERT BLACKINGTON			200	-	-	-	-	-	-
200	VACANT (Commercial District)			396	-	-	-	-	-	-
212	VACANT (Stoneybridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park)	P	F	523	-	523	523	523	-	-
TOTAL				31,934	16,224	7,693	23,917	19,814	3,937	166
QUORUM 51%				16,286				23,917	68%	



# Bylaw Amendment 7.5A

## LANGUAGE PROPOSED BY LEGAL COUNSEL:

7.5.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. No class of Directors shall be elected at the annual meeting of Delegates held in March of 2026. Following the election of Directors in 2024 and 2025, the terms for these classes of Directors shall continue for three year terms until such time as the terms of Directors are amended in these Bylaws.



MONTH	DATE	DAY OF THE WEEK	INVITED GUEST SPEAKER(S)
January	16 <sup>th</sup>	Tuesday	Douglas County Sheriff's Office Chad Mejia, Sports & Fitness <i>(GM Report)</i>
February	20 <sup>th</sup>	Tuesday	Centennial Water Meredith Parker, Arts & Education <i>(GM Report)</i>
March	19 <sup>th</sup>	Tuesday	County Commissioners Brian Sheppelman, CIS & IT <i>(GM Report)</i>
April	16 <sup>th</sup>	Tuesday	Highlands Ranch Metro District Mark Giebel, Backcountry <i>(GM Report)</i>
May	21 <sup>st</sup>	Tuesday	State Demographer HRCA Aquatics Manager <i>(GM Report)</i>
June	18 <sup>th</sup>	Tuesday	South Metro Fire Department Jamie Noebel, Community Events <i>(GM Report)</i>
July	16 <sup>th</sup>	Tuesday	Douglas County Sheriff's Office HRCA Marketing & Communications Director <i>(GM Report)</i>
August	20 <sup>th</sup>	Tuesday	Douglas County Public Works Department Mark Giebel, Backcountry <i>(GM Report)</i>
September	17 <sup>th</sup>	Tuesday	Budget Presentation Chad Mejia, Sports & Fitness <i>(GM Report)</i>
October	22 <sup>nd</sup>	Tuesday	Highlands Ranch Metro District Meredith Parker, Arts & Education <i>(GM Report)</i>
November	19 <sup>th</sup>	Tuesday	TBA Jamie Noebel, Community Relations <i>(GM Report)</i>
December	10 <sup>th</sup>	Tuesday	Volunteer Appreciation Event

The above schedule is subject to change due to guest speaker schedules.

Alternative options in the event a scheduled speaker cannot attend include Douglas County Health Department and Volunteer Search and Rescue.



# Board Meeting Agenda

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
  - Approval of the Board Meeting Minutes of Action from October 2023
  - Approval of the Architectural Review Committee Minutes from October 2023
  - Approval of the Finance Committee Minutes from September 2023
  - Approval of the Draft Development Review Committee Minutes from October 2023
  - Approval of the 2024 Guest Speaker Schedule
- V. Member Forum | *Sign-up in advance; 3-minute time limit*
- VI. Director Comments
- VII. Committee Reports
  - Delegate Meeting
  - Finance Committee
    - Review of the October 2023 Finances
- VIII. General Manager Report
- IX. Continued Business
  - Resolution 23\_09\_03 Amendments to the Amended and Restated Bylaws of the Highlands Ranch Community Association
- X. New Business
  - Resolution 23-11-04 of Highlands Ranch Community Association, Inc. Recission of Resolution 19-11-05
  - Resolution 23-11-05 Administrative and Recreation Budget Adoption
- 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, December 12, 2023.

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# Board Meeting Minutes

October 17, 2023  
Southridge Rec Center

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

**Conclusions:**

The meeting was called to order at 8:15 p.m.

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

**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:** Monica Wasden

**Action Items:**

- Approval of Board Meeting Minutes of Action from September 2023
- Approval of Architectural Review Committee Minutes from September 2023
- Approval of Finance Committee Minutes from September 2023
- Approval of the 2024 Delegate and Board Meeting Calendar
- Approval of the 2024 Election Cycle Schedule
- Approval of the 2024 Holiday Schedule
- Approval of the 2024 Speaker Schedule

Jim Allen removed the 2024 Speaker Schedule. This item will appear on the November 2023 agenda.

**Conclusions:**

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

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

**Discussions:** None

**Agenda item:** Director Comments **Presenter:** Board of Directors

**Discussions:**

Dan DeBacco: Director DeBacco thanked the Finance Department and Committee for a wonderful budget season.

Monica Wasden: Director Wasden thanked the Finance Committee and Delegates for their process and work on the budget.

Jim Allen: Director Allen complimented the staff and all the hiring that has happened over the last year and thanked the staff.

Kurt Huffman: Director Huffman requested an update regarding Rabbi Shields and his request to partner on a Hanukkah event. The staff provided an update.

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**Agenda item:** Committee Reports **Presenter:** N/A

**Discussions:**

Delegate Meeting: None

Finance Committee: Brice Kahler presented the September 2023 Finances. He presented and discussed the HRCA balance sheet, cash flow statements, and income statements year to date.

**Conclusions:**

A Motion was made by Dan DeBacco and seconded by Monica Wasden to approve the September HRCA financials as presented. Motion carried.

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**Agenda item:** General Manager Report **Presenter:** Mike Bailey

**Discussions:**

General Manager Mike Bailey commented on the following:

Thanked Mark Dickerson for his work with the Highlands Ranch Metro District and for the collaboration both entities have had.

All staff for their diligence in the budgeting process and the way each department has worked alongside Brice Kahler.

Updated the Board on the work happening with Douglas County on delegated authority for covenant controls. \*\*\* Update with legislation info.

Reminded the Board of Directors about the recognition ceremony happening on Thursday, October 19, appreciating all people and entities involved in the tornado response.

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**Agenda item:** Continued Business **Presenter:** N/A

**Action: Vote on the 2024 Budget**

The 2024 Budget was approved—motioned by Dan DeBacco and seconded by Monica Wasden. Director Huffman opposed the budget. Directors Allen, Wasden, Park, and DeBacco voted in favor. Motion carried.

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**Agenda item:** New Business **Presenter:** N/A

Monica Wasden commented on the cost of legal counsel attending the Board of Directors meeting and if there was a need for them to be present at every meeting.

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**Agenda item:** Delegate Forum **Presenter:** N/A

**Discussions:**

Dennis Epperly | Delegate Districts 2/106: Dennis commented on a discussion from the Delegate meeting addressing Director decorum.

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**Agenda item::** Adjournment

Jim Allen

**Conclusions:**

The Board of Directors Meeting was adjourned at 8:37 p.m.

**Respectfully submitted,**

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*Kurt Huffman, Secretary*



**A motion was made to recommend that the HRCA Finance Committee accept the August 31, 2023, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

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

4. The Finance Committee next reviewed and discussed the proposed 2024 Budget. Topics including a detailed discussion on assessment increases, reserve spend, and detailed program performance.

**A motion was made that the HRCA Finance Committee endorse the 2024 HRCA Budget, as drafted, and recommend that said budget be approved by the HRCA Board of Directors.**

**Motion: Michael Flower Second: Shane Callahan**

5. Other business included discussion of a potential shared portal to review financial documents, and the request for consideration of EV charging stations at HRCA.
6. With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE

DATE: October 4, 2023

### MEETING MINUTES

#### I. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred Chair	✓		
Jason Pickett, Vice Chair	✓		
Mollie Anderson, Secretary			✓
Laura Eicher	✓		
Elizabeth Bryant			✓
Don McCandless	✓		
Jeff Rohr	✓		

Also in attendance:

Jayma Wessling CIS Coordinator

#### II. RESIDENTIAL APPOINTMENT

##### a. 669 Walden Ct – Fence Stain

a. The Committee unanimously approved.

##### b. 1132 Southbury – Addition & Roof patio

a. The Committee unanimously voted to conditionally approve.

##### c. 10193 Bentwood – Garage Door

a. The Committee unanimously approved the garage door.

#### d. RESIDENTIAL IMPROVEMENT REQUESTS

##### a. 10524 Wagon Box – Exterior track lighting

a. The Committee unanimously voted to deny the lighting.

##### b. 1625 Hermosa – Deck & Cover

a. The Committee unanimously voted to conditionally approve.

##### c. 9358 Shadowglen – Garden Box

a. The Committee postponed decision pending further information by way of denial.

##### d. 5223 Fox Meadow - Windows

a. The Committee unanimously voted to .

##### e. 9413 Lark Sparrow Dr – Outdoor living space

a. The Committee postponed decision pending further information by way of denial.

##### f. 281 Quail Ridge – Deck & Cover

a. The Committee unanimously voted to partially approve the deck and denied the cover.

##### g. 9960 Heatherwood Ln – Shed

a. The Committee unanimously voted to approve the shed.

##### h. 9860 Clairton – Fence

a. The Committee unanimously voted to approve the fence transitioning at the corner.

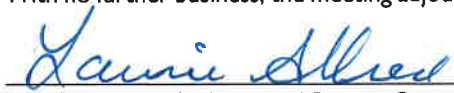
#### e. DISCUSSION

ARC working sessions

Executive Session with legal

*Laurie Allred 10/18/23*

With no further business, the meeting adjourned at 7:53p.m



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**Laurie Allred**, Architectural Review Committee Chair

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



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### ARCHITECTURAL REVIEW COMMITTEE

DATE: October 18, 2023

### MEETING MINUTES

#### I. CALL TO ORDER

The meeting was called to order at 5:42 p.m.

Roll call was taken, and a quorum was established.

	Present	Absent	Excused
Laurie Allred Chair	✓		
Jason Pickett, Vice Chair	✓		
Mollie Anderson, Secretary	✓		
Laura Eicher	✓		
Elizabeth Bryant	✓		
Don McCandless	✓		
Jeff Rohr	✓		

Also in attendance:

Jayma Wessling CIS Coordinator  
Diana Sklenar CIS Manager

#### II. RESIDENTIAL APPOINTMENT

##### a. 9854 Salford – Stairwell from Egress

a. The Committee unanimously conditionally approved.

##### b. RESIDENTIAL IMPROVEMENT REQUESTS

###### a. 5503 Fox Meadow – Paint

a. The Committee voted 6 in favor 1 opposed resulting in an approval.

###### b. 8917 Mountain Laurel - Paint

a. The Committee unanimously voted to approve.

###### c. 10654 Sundial Rim Road – Fire Pit

a. The Committee unanimously voted to deny.

###### d. 6255 Cornell - Shed

a. The Committee agreed to postpone pending further information.

###### e. 10120 Cotton Creek – Sport Court

a. The Committee agreed to postpone pending further information.

###### f. 8386 Cobblestone - Patio

a. The Committee voted 6 in favor 1 opposed resulting in an approval.

###### g. 10333 Fairlawn - Lighting

a. The Committee unanimously voted to conditionally approve.

###### h. 9641 Dolton Ct – Deck and Deck Cover

a. The Committee unanimously voted to approve.

###### i. 8471 Timberwood – Landscaping/Xeriscaping

a. The Committee unanimously voted to approve.

###### j. 1280 Brettonwood – Spa and Shed

a. The Committee agreed to postpone pending further information by way of denial.

##### c. DISCUSSION

###### a. Legal & Delegate Meeting updates

With no further business, the meeting adjourned at 7:46p.m

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Laurie Allred, Architectural Review Committee Chair





# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## DEVELOPMENT REVIEW COMMITTEE October 11, 2023 MEETING MINUTES

### I. Call to Order

The meeting was called to order at 7:01 p.m. by **Chairperson, Z Cantrell**

Roll call was taken by **Vice Chair, H. Hollander**

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:

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

**Project Representatives:** Wade White, Ken Acha, J. Thad Hodack, Milton Scott, Ryan Hodack, Matt La Crue Donald Ray Kiera Jones Nicole Cimino

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

#### Action:

A motion was made by **K. Matthews** to accept the July Meeting Minutes, seconded by **G. Banks**

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

### III. Presentation for UDR, Inc. 1745 Shea Center Drive by Woody Bryant

- Car Port Canopies- Furnish and install carport fabric canopies for 40 parking spaces. Black steel to match existing pole lights. Gray waterproof fabric to match the building exterior. Lights to be mounted on the underside of steel frame. There will be one light fixture per module bay which is the span of three parking spaces.

### IV. Discussion:

- Questions and answers were provided on the durability. The PBC material is the equivalent of a Class A Roof.
- Canopies are cost effective and easily replaced with new membranes. There will be no spot patching if damage occurs.
- Color may only 'slightly' fade over time.
- Height of canopy is high enough for clearance but not too high to let inclement weather in.

**V. Action:**

- A motion was made by **M. Burmeister** to approve the submittal as designed. This approval does not set a precedent on future projects. **Seconded by G. Banks**
  - a. **5** member(s) **Concur;**
  - b. **0** member(s) **Dissent;**
  - c. **0** member(s) **Abstain.**

**VI. Presentation Ivybrook academy, 9345 S. Colorado Blvd**

- Scope of the project- Approval of exterior paint colors and paint color of awning

**VII. Discussion:**

- Building owners had already painted the fabric awnings. DRC would like to see further information about the product used. There are questions regarding the durability of the product. Green paint color was fine.
- Existing shade structures must be in a material made for outdoor use. The current blue fabric must not be painted.
- No brick will be painted.
- Bright insert can be painted in Sherwin Williams Snowbound SW7004. Rest of building will be Sherwin Williams Natural Linen SW9109.

**VIII. Action:**

- A motion was made by **K. Matthews** to approve the colors for the painting of the building and shade structures will be a commercial grade fabric, seconded by M. Burmeister.
  - **5** member(s) **Concur;**
  - **0** member(s) **Dissent;**
  - **0** member(s) **Abstain.**

**IX. Action:**

- A motion was made by **K. Matthews** to table the approval of the painting of the awnings until further information is received and reviewed, **seconded by M. Burmeister.**
  - **5** member(s) **Concur;**
  - **0** member(s) **Dissent;**
  - **0** member(s) **Abstain.**

**X. With no further business, a motion was made by M. Burmeister to adjourn the meeting. Seconded by H. Hollander. The meeting adjourned at 8:05 pm.**

**XI. Off record discussion: 76 Group, Matthew D La Crue**

- BAM Broadband- Fiber Network installation starting installation in Highlands Ranch. A two year project that does not require any review by the DRC.
- It was suggested the company presents their installation plans at a future Delegate/Board meeting.

**VII. Discussion: CDR's**

- Exterior painting of stone and brick- new wording to be included for changes in the CDR's
- Flag poles- added wording in the CDR's. This improvement has not been addressed before.

**MEETING MINUTES**

Meeting concluded at 9:15 pm

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Zell Cantrell, Chairperson

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Ariel Madlambayan, Secretary

**RESOLUTION 23\_09\_03  
AMENDMENTS TO THE  
AMENDED AND RESTATED BYLAWS  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

THE FOLLOWING AMENDMENTS to the Amended and Restated Bylaws of the Highlands Ranch Community Association, Inc. (“Amendment”) are effective the 22<sup>nd</sup> day of August, 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, 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, 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 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. 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.

**II. 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.

**III. 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. No class of Directors shall be elected at the annual meeting of Delegates in March of 2026. Following the election of Directors in 2024 and 2025, the terms for these classes of Directors shall continue for three year terms until such time as the terms of Directors are amended in these Bylaws.

**IV. 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.

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Secretary

**RESOLUTION 23-11-04  
OF  
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.  
RESCISSION OF RESOLUTION 19-11-05**

**SUBJECT:** Rescission of prior Resolution adopted by the Board of Directors in recognition of changed economic circumstances of the HRCA Administrative Operating Fund and Recreation Functions Operating Fund

**PURPOSE:** To ensure that the HRCA Administrative Operating Fund and the HRCA Recreation Functions Operating Fund properly account for expenses related to their respective operations and purposes.

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

**EFFECTIVE  
DATE:**

\_\_\_\_\_

**RESOLUTION:** WHEREAS, the Highlands Ranch Community Association, Inc. ("HRCA") is required by the Community Declaration for Highlands Ranch Community Association, Inc. to create a Administrative Operating Fund ("Admin Fund") and Recreation Functions Operating Fund ("Rec Fund"); and

WHEREAS, pursuant to Resolution 19-11-05, the Rec Fund regularly paid the Admin Fund a fee to reflect the costs incurred by the Admin Fund on behalf of the Rec Fund, so as to avoid disproportionate recreation-related expenses being borne by the Admin Fund; and

WHEREAS, due to the passage of time and advanced accounting controls, such payments are no longer necessary;

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of Highlands Ranch Community Association, that the following Resolution is hereby adopted:

1. Resolution 19-11-05 is hereby rescinded. No further action need be taken.

**PRESIDENT'S**

**CERTIFICATION:** The undersigned, being the President of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the corporation at a duly called and held meeting of the Board of Directors on \_\_\_\_\_, 2023 and in witness thereof, the undersigned has subscribed his/her name.

**HIGHLANDS RANCH COMMUNITY  
ASSOCIATION, INC.**

\_\_\_\_\_  
By: Jim Allen, President



**RESOLUTION 23-11-11-05  
OF  
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

**SUBJECT:** Adoption of the 2024 proposed budget of Highlands Ranch Community Association, Inc. (the “Association”).

**PURPOSE:** To approve the 2024 proposed budget of the Association.

**AUTHORITY:** The Community Declaration for Highlands Ranch Community Association, Inc. (the “Declaration”), the Bylaws of Highlands Ranch Community Association, Inc., as amended, and the Articles of Incorporation of the Association and Colorado law.

**EFFECTIVE DATE:** \_\_\_\_\_

**RESOLUTION:** WHEREAS, the Association adopts an annual Budget for each calendar year pursuant to Section 8.22 of the Declaration, which Budget includes the Administrative Function Funds, Recreation Function Funds, and the Reserve Funds; and

WHEREAS, in compliance with Section 8.22 of the Declaration, the Board of Directors for the Association (the “Board”) caused a proposed Budget for the 2024 calendar year to be prepared at least sixty (60) days prior to commencement of the 2024 calendar year; and

WHEREAS, the proposed Budget has been reviewed by the Finance Committee, Delegates and the Board, and each Delegate to the Association has received a copy of the proposed Budget; and

WHEREAS, the Budget for the calendar year 2024 specifies the levy for the Administrative Function Common Assessment at \$63.00 and the Recreation Function Common Assessment at \$609.00 and also complies with the requirements of Section 8.22 of the Declaration.

NOW THEREFORE, BE IT RESOLVED, by the Board that the 2024 Budget is hereby adopted, as recommended by the Association’s Finance Committee and the Delegates.

Following this approval, a copy of the 2024 Budget shall be posted at the Association's principal office, published in the January issue of the Association's newsletter, posted on the Association's website and copies thereof shall be made available by the Association to any Members requesting a copy thereof upon payment of the reasonable expense of copying the Budget.

**PRESIDENT'S  
CERTIFICATION:**

The undersigned, being the President of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors on \_\_\_\_\_, 2023 and in witness thereof, the undersigned has subscribed his/her name.

**HIGHLANDS RANCH COMMUNITY  
ASSOCIATION, INC., a Colorado nonprofit  
corporation**

\_\_\_\_\_  
By: Jim Allen, President