

# Delegate Meeting Minutes

---

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

Jim Allen called the meeting to order at 6:03 p.m.

---

**Agenda item:** Erin Kane – Douglas County Schools Superintendent **Presenter:** Erin Kane

Erin Kane, Douglas County Schools Superintendent, presented a PowerPoint with an overview of the status of schools within Douglas County. She shared statistics about standardized testing, graduating scholarship information, and funding for the school district. She also shared teacher salaries and bus driver statistics. Superintendent Kane shared proposed Bond information and upcoming ballot information regarding 5a and 5b. There was time allotted for questions and answers.

---

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

Jim Allen led the meeting in the Pledge of Allegiance.

---

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

**Conclusions:**  
A quorum was established; 18,942 of 31,934 lots were present.

---

**Agenda item:** Proof of Notice of Meeting **Presenter:** Melissa Park

Melissa Park confirmed the Proof of Notice of Meeting.

---

**Agenda item:** Approval of Minutes for the Meeting of the Delegates for the August 22, 2023, Meeting **Presenter:** Jim Allen

**Conclusions:**  
August 2023 minutes were approved—motioned by Mark Dickerson, representing District 110, and seconded by Mike Millington, representing District 108. Motion carried.

---

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

**Discussion:** None

---

**Agenda item:** Board of Directors Report

**Presenter:** Jim Allen

**Conclusions:**

Board President Jim Allen presented the following within his report:

Highlights of the 2024 Draft Budget and Assessments including increased costs, tornado recovery costs, a rebuild of the way the budget is presented, staff wage increases, and the current CPI.

Future Budget considerations include aging recreation centers, OSCA/the Backcountry, and other big ideas.

A proposed 1.8% increase in assessments.

---

**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Conclusions:**

General Manager Mike Bailey presented the following within his report:

An overview of Oktoberfest, which was a huge success and welcomed around 8,300 people.

Information about the upcoming recognition event in which HRCA is partnered with HRMD, Douglas County, and the Sheriff's Department. The event will recognize those who volunteered when the tornado happened in June 2023.

HRCA applied to receive FEMA and is hopeful that HRCA's out-of-pocket expenses will be covered. Sub-associations will be provided with information to apply.

Eastridge locker room renovation will now include restrooms in the administration area and front entrance.

Thanked the Board, Finance Committee, and staff for their work on the budget.

---

**Agenda item:** Preliminary Budget Discussion

**Presenter:** Brice Kahler

**Conclusions:**

Brice Kahler presented a PowerPoint presentation with an overview of the 2024 Draft Budget. He shared the following:

How the HRCA's budget operates and funds. An overview of the budget process leading up to this presentation.

Key assumptions in the draft budget and proposed changes to the Recreation and Administrative funds.

A review of the Statement and Revenue and Expenses and a Statement of Cash Flows for all funds.

Fund Balance Projections for the Administration, Recreation, and Backcountry Funds.

The 2024 Recreation Reserve Draft Budget and Capital Draft Budget for each recreation center and the Backcountry.

The Reserve Draft Budget for Information Technology.

Time was allotted for Q & A.

---

**Agenda item:** Department Updates

**Presenter:** HRCA Staff

**Conclusions:** None

---

**Agenda item:** Continued/New Business

**Presenter:** N/A

**Conclusions:**

Dennis Epperly | Delegate District 2/106: Informed Delegates that immediately following the Delegate Meeting is the Board of Directors Meeting. Dennis had specific questions regarding a New Business item that occurred during the August 2023 Board Meeting. Legal Counsel, Lindsay Smith, responded.

---

**Agenda item:** Delegate Forum

**Presenter:** Delegates

**Discussion:**

Mike Woodland | Delegate District 111: Inquired regarding three different topics on Griggs. The staff provided an update.

Elizabeth Strock | Delegate District 16: Shared concerns about Xeriscaping and covenant violations in her neighborhood.

Homar Alvarado | Delegate District 68: Shared information about the Westridge and Backcountry tours he participated in during August 2023. He also shared his experience on the Finance Committee during Budget meetings and that he is greatly impressed.

---

**Agenda item:** Adjournment

**Presenter:**

**Conclusions:**

Motioned by Dennis Epperly, representing Districts 2/106, and seconded by Elizabeth Strock, representing District 16. The Meeting of the Delegates was adjourned at 7:59 p.m.

Respectfully submitted,



*Melissa Park, Vice President (Acting Secretary)*



# Board Meeting Minutes

September 19, 2023  
Southridge Rec Center

---

**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:** Melissa Park

**Conclusions:**

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

---

**Agenda item:** Proof of Notice of Meeting **Presenter:** Melissa Park

**Conclusions:**

Melissa Park confirmed the Proof of Notice of Meeting.

---

**Agenda item:** Consent Agenda **Presenter:** Monica Wasden

**Action Items:**

- Approval of Board Meeting Minutes of Action from August 2023
- Approval of Architectural Review Committee Minutes from August 2023

Jim Allen removed the Board Meeting Minutes from the Consent Agenda.

**Conclusions:**

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

**Discussions:**

President Allen and legal counsel proposed a change to the minutes that would read "Ms. McGuinness commented on."

**Conclusions:**

A motion was made by Monica Wasden and seconded by Dan DeBacco to approve the Board Meeting Minutes from August 2023. Jim Allen abstained. Motion carried.

**Discussions:**

General Manager Mike Bailey commented on this process and requested counsel, Lindsay Smith, provide information to the Board on how HRCA's minutes are recorded. He also mentioned that Director Kurt Huffman would like clarification on how minutes are taken and if that is the job of the Board Secretary.

General Counsel, Lindsay Smith, responded and referenced Robert's Rule of Orders. HRCA minutes are to reflect the actions taken and not the discussions had. Many large associations implore staff to manage keeping minutes and this delegation is frequently observed.

**Agenda item:** Member Forum

**Presenter:**

**Discussions:** None

---

**Agenda item:** Director Comments

**Presenter:** Board of Directors

**Discussions:**

Dan DeBacco: Thanked each Finance Committee member by name.

Monica Wasden: Shared appreciation with the entire budgeting process.

Jim Allen: Shared excitement about the budget and future planning. Mentioned that the discussion with Director Huffman and Board duties should continue at another time when he is present. He noted that moving forward staff should refer Director Huffman back to the Board when questions arise.

---

**Agenda item:** Committee Reports

**Presenter:** N/A

**Discussions:**

Delegate Meeting: None

Finance Committee: Brice Kahler presented the August 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 August HRCA financials as presented. Motion carried.

---

**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Discussions:**

General Manager Mike Bailey commented on the following:

Thanked Brice and the staff concerning the budget. Looking ahead, Mike plans to get many of our department leads in front of the Finance Committee and Delegates to hear directly from them.

Recognized Mark Gunther who is celebrating his 30<sup>th</sup> Anniversary with HRCA.

Spoke to the efforts of staff and turnover within an organization of this size.

Thanked the Board for their active participation this last year in the budgeting process.

---

**Agenda item:** Continued Business

**Presenter:** N/A

**Discussions:** None

---

**Agenda item:** New Business

**Presenter:** N/A

**Action:**

Approval of 2024 Facility Closure Dates

**Conclusions:**

A Motion was made by Dan DeBacco and seconded by Monica Wasden to approve the 2024 Facility Closure Dates. Motion carried.

**Action:**

Resolution 23\_09\_03 Amendments to the Amended and Restated Bylaws of the Highlands Ranch Community Association.

**Conclusions:**

No Motion was made. Legal will review potential changes. This item is moved to the October 2023 Board Meeting Agenda.

---

**Agenda item:** Delegate Forum

**Presenter:** N/A

**Discussions:**

Laura Eicher | Delegate District 80: Shared her approval of different departments sharing at meetings and giving Directors a moment to share during. Laura inquired about the Treasurer and Secretary Board duties. The Board and staff provided information.

---

**Agenda item::** Adjournment

Jim Allen

**Conclusions:**

The Board of Directors Meeting was adjourned at 8:23 p.m.

---

**Agenda item::** Executive Session

**Conclusions:**

The Board of Directors Meeting held an Executive Session for purposes of discussion with legal counsel and votes regarding the turnover of collection files.

Respectfully submitted,



---

*Melissa Park, Vice President (Acting Secretary)*