



Annual Meeting of the Delegates

March 19, 2024

6:00 p.m.

Business Agenda Items

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| I. Call to Order | 6:00 p.m. |
| II. Guest Speaker – Congressman Bob Marshall | 6:01 p.m. |
| III. Pledge of Allegiance | 6:15 p.m. |
| IV. Roll Call/Establishment of Quorum | 6:16 p.m. |
| V. Proof of Notice of Meeting | 6:17 p.m. |
| VI. Approval of Minutes from the Preceding Annual Meeting of the Delegates
March 21, 2023 | 6:18 p.m. |
| VII. Member Forum <i>Sign-up in advance; 3-minute time limit</i> | 6:19 p.m. |
| VIII. Board of Directors Report | 6:25 p.m. |
| IX. Board of Directors Comments | 6:30 p.m. |
| X. Voting | 6:35 p.m. |
| <ul style="list-style-type: none">• Election Results of Fourth Directors to the Board of Directors. Three to serve until the 2027 Annual Meeting of the Delegates; one to serve until the 2025 Annual Meeting of the Delegates. | |
| XI. General Manager Report <i>Mike Bailey</i> | 6:40 p.m. |
| XII. Department Updates | 6:45 p.m. |
| Safety & Training Administrator <i>Curt D. Avery</i> | |
| XIII. Continued/New Business | 6:50 p.m. |
| XIV. Delegate Forum <i>Sign-up in advance; 3-minute time limit</i> | 6:52 p.m. |
| XV. 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, April 16, 2024.

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



Annual Meeting of the Delegates - Minutes

March 21, 2023

6:00 p.m.

Southridge Rec Center

Agenda item: Call to Order **Presenter:** Melissa Park

Melissa Park called the meeting to order at 6:03 p.m.

Agenda item: Speaker – Stephanie Stanley, General Manager HRMD **Presenter:**

Stephanie Stanley gave a presentation and quarterly update on Highlands Ranch Metro District.

Agenda item: Pledge of Allegiance **Presenter:** Melissa Park

Melissa Park led the meeting in the Pledge of Allegiance.

Agenda item: Proof of Notice of Meeting **Presenter:** Dan DeBacco

Dan DeBacco confirmed the Proof of Notice of the Meeting.

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

Conclusions:

A quorum was established; 20,649 lots of 31,934 lots were present.

Agenda item: Approval of Minutes for the Annual Meeting of the Delegates March 22, 2022 **Presenter:** Melissa Park

Conclusions:

Approval of Minutes for the Annual Meeting of the Delegates: District 110, Mike Dickerson, moved, Delegate District 17, Greg Herman, seconded. Motion carried, and minutes were approved.

Approval of 2023-2024 Delegate Meeting Calendar: Delegate District 112, Pattie McGuinness, moved, Delegate District 110, Mike Dickerson, seconded. Motion carried, and the 2023-2024 Delegate Meeting Calendar was approved.

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

Discussion:

Renee Anderson | Presented upcoming voting information for Centennial Water, Highlands Ranch Metro District, and South Metro Fire District.



Agenda item: Delegate Forum

Presenter: N/A

Discussion:

Delegate District #62 | Nancy Smith: Spoke about her candidacy for Highlands Ranch Metro District Board

Delegate District #25 | Andy Jones: Spoke about his candidacy for the Highlands Ranch Metro District Board

Delegate District #68 | Homar Alvarado: Spoke about his candidacy for the Highlands Ranch Metro District Board

Delegate District #110 | Mark Dickerson: Spoke about the Highlands Ranch Metro District and what the Board and HRMD do as a government entity.

Agenda item: Board of Directors Report

Presenter: Melissa Park

Conclusions:

Director Melissa Park presented a PowerPoint. Within her presentation:

The Bylaw Committee will update Delegates during the April Delegate meeting to present their proposed changes to the Bylaws. Each proposed change will be voted upon separately. Then Delegates will have time to respond and give input before each amendment is voted on.

Updated Delegates that we are moving forward with the Bison grazing lease and the Golf Tournament.

Agenda item: Voting

Presenter: Mike Bailey

Conclusions:

General Manager, Mike Bailey presented a PowerPoint. Within his presentation he outlined the 2023 Board of Directors Election process and announced the two Board members who received the highest vote, Jim Allen and Kurt Huffman. The newly elected Directors will serve until the next odd-numbered election in 2025. Mike thanked Brock Norris for his time serving HRCA.

Agenda item: General Manager Report

Presenter: Mike Bailey

Conclusions:

Mike Bailey presented a PowerPoint outlining:

Delegates must update their contact information after the Delegate election is finalized in April.

Delegates election will be hosted through ElectionBuddy.

An update on the mid-week pool closure at Southridge and Westridge.

An update on the CLAC legislative committee and the proposed covenant enforcement bills.

The HRCA and HRMD board discussion regarding combining several annual/signature events.

An update on the Design Review Committee and plans to expand Arma Dei Academy.

Agenda item: Department Updates

Presenter: N/A

Conclusions:

None

Agenda item: Continued/New Business

Presenter: N/A

Conclusions:

Mark Giebel, Backcountry Director, presented a PowerPoint outlining the Horse Corral Capital Budget Variance. The variance approval request will be voted on by the Board of Directors.

Agenda item: Adjournment

Presenter:

Conclusions:

The Annual Meeting of the Delegates was adjourned at 7:12 p.m.

Respectfully submitted,

Dan DeBacco, Interim Secretary



Annual Meeting of the Board | Business Agenda Items

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Approval of the March 21, 2023 Board of Director Annual Meeting Minutes
- V. Appointment of Officers
- VI. Board of Director's Duties and Responsibilities/Conflict of Interest Acknowledgement
- VII. Member Forum
- VIII. Director Comments
- IX. General Manager Report
- X. Continued Business
- XI. New Business
- XII. Delegate Forum
- XIII. Adjournment

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Annual Meeting of the Board Meeting Minutes

March 21, 2023
Southridge Rec Center

Agenda item: Call to Order **Presenter:** Melissa Park

Conclusions:

The meeting was called to order at 7:29 p.m.

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

Conclusions:

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

Agenda item: Proof of Notice of Meeting **Presenter:** Dan DeBacco

Conclusions:

Dan DeBacco confirmed the Proof of Notice of Meeting.

Agenda item: Approval of Minutes **Presenter:** Melissa Park

Action Items:

Approval of March 22, 2022, Annual Board of Director Meeting Minutes: A motion was made by Dan DeBacco and seconded by Kurt Huffman. Motion carried.

Agenda item: Appointment of Officers **Presenter:** Board of Directors

Discussions:

A motion was made by Dan DeBacco to appoint Jim Allen as President, Monica Wasden, Melissa Park as Vice President, Dan DeBacco as Treasurer, and Kurt Huffman as Secretary. Kurt Huffman seconded the motion. Motion carried.

Agenda item: Board of Director's Duties and Responsibilities/Conflict of Interest Acknowledgement **Presenter:** Board of Directors

Discussions:

All Board members acknowledged and signed the Director's Duties and Responsibilities and Conflict of Interest forms.

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

Discussions:

Mike Dickerson commented on the response to the HRCA handled the Board Election and commended the leadership for their quick response. Nancy Smith chimed in and agreed regarding the election process.

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

Discussions:

Director Dan DeBacco commented on the staff's ownership of the Board Election and commended leadership.

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

Discussions:

No report

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

Discussions:

No continued business

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

Discussions:

No new business

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

Discussions:

No Delegates presented.

Agenda item: Adjournment **Presenter:** Melissa Park

Conclusions:

The Meeting of the Delegates was adjourned at 7:33 p.m.

Respectfully submitted,

Dan DeBacco, Interim Secretary



Business Agenda Items

- 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 February 2024
 - Approval of Architectural Review Committee Minutes from February 2024
 - Approval of the Finance Committee Minutes from January 2024
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee:
 - Review and approval of the December 2023, January 2024, and February 2024 Financials
 - 2023 Audit
- VIII. General Manager Report
- IX. Continued Business
- X. New Business
- XI. Delegate Forum
- 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, April 16, 2024.

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Board Meeting Minutes

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

Conclusions:

The meeting was called to order at 7:24 p.m.

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

Conclusions:

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

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:** Melissa Park

Action Items:

- Approval of Board Meeting Minutes of Action from January 2024
- Approval of Architectural Review Committee Minutes from January 2024
- Approval of Design Review Committee Minutes from January 2024
- Approval of Finance Committee Minutes from November 2023
- Approval of Resolution 24_01_01 Highlands Ranch Community Association Inc., Regarding Finance Committee Charter
- Approval of Resolution 24_01_02 Highlands Ranch Community Association Inc., Regarding Charter for the Architectural Committee

Discussions:

None

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

Agenda item: Director Comments

Presenter: Board of Directors

Discussions:

Jim Allen: Looking forward to some new faces and new ideas on the Board of Directors. Jim shared he would be taking a step back and will be supporting Monica as chair of the Board.

Monica Wasden: Thanked Brian Sheppelman for his time on staff.

Dan DeBacco: Echoed his thanks to Brian and thanked Melissa Park again for her time.

Melissa Park: Thanked Brian for his time at HRCA. Shared her thanks to all staff for their hard work.

Agenda item: Committee Reports

Presenter: N/A

Discussions:

Delegate Meeting: None

Finance Committee: Brice Kahler presented the January 2024 Finances. He presented and discussed the HRCA balance sheet, cash flow statements, and income statements.

Conclusions:

None

Agenda item: General Manager Report

Presenter: Mike Bailey

Discussions:

General Manager Mike Bailey commented on the following:

Update on the audit process, which will be complete in the next 1.5 weeks. A reminder to the Board to be present during the Finance Committee meeting on March 18 when the audit presentation occurs.

The operations' process on obtaining permits for every project within HRCA. Thanked staff for their work.

A meeting about the three-year capital reserve plan that happened at a staff level and the Finance Committee.

The IT Steering Committee, which will scrutinize software purchases, security and hardware measures. Hopeful to create a roadmap for the department.

Thanked Cammie Ellis for her work on the common review cycle, which is a new initiative within HRCA.

The legislative updates that affect HOA's will be shared as deemed necessary.

Thanked Brian Sheppelman for his time at HRCA and Meredith for her expertise over the many years.

Thanked Melissa Park for her work and that she will be missed.

Solicited the Board on any topics they'd like to add to the Board-to-Board meeting.

Thanked Lindsay Smith, legal counsel, for attending.

Agenda item: Continued Business

Presenter: N/A

None

Agenda item: New Business

Presenter: N/A

None

Agenda item: Delegate Forum

Presenter: N/A

Discussions:

None

Agenda item:: Adjournment

Jim Allen

Conclusions:

Monica Wasden motioned to adjourn the meeting and Dan DeBacco seconded. Motion carried. The Board of Directors Meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Jim Allen, Board President



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

**January 15, 2024, Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center**

FC Members Present:

Dan DeBacco, Chair
Ron Welk
Jennifer Harris
Leighton Stephenson
Homar Alvarado
Mikell Wilcox
Shane Callahan
Michael Flower

FC Members Absent:

none

Staff Members Present:

Brice Kahler, CFO
Emily Arnold, Accounting Manager

1. The Finance Committee meeting was called to order at 6:00 p.m. A quorum of the Finance Committee was present.
2. The Finance Committee reviewed the November 13, 2023, Finance Committee meeting minutes.

A motion was made to approve the November 13, 2023, HRCA Finance Committee meeting minutes. The motion was approved with one abstention.

Motion: Leighton Stephenson Second: Homar Alvarado

3. The Finance Committee reviewed and discussed the November 30, 2023, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed. Overall, consolidated net revenues exceed budget by \$1.4M largely due to interest income and program performance, offset by fewer homeowner fees than budgeted. The Finance Committee asked various questions regarding Balance Sheet and Income Statement line items including impact of the summer tornado, year to date capital expenditures, and vegetation management and wet weather in the Backcountry.

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

Motion: Homar Alvarado Second: Mikell Wilcox

4. The Finance Committee reviewed the Q4 2023 Highlands Ranch Community Association 501(c)3 Financial Statements. Actual to budget variances were discussed for Highlands Ranch Cultural Affairs Association, Highlands Ranch Scholarship Fund, and Highlands Ranch Backcountry Conservation and Education Fund. The BOD authorized a \$10K increase (4 additional \$2,500 awards) in scholarships given to resident high school senior students for 2024.

A motion was made to recommend that the HRCA Finance Committee accept the Q4 2023, 501(c)3 Financial Statements. The motion was approved unanimously.

Motion: Jennifer Harris Second: Ron Welk

5. The Finance Committee next reviewed the DRAFT December 31, 2023, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed. Overall, operations are up 13% over prior year, and the recreation centers enjoyed 1.5 million visits, back up to pre-Covid levels. The financial statements will be finalized and presented for approval after the annual audit is completed in March.
6. The Finance Committee reviewed the 2024 501c3 Budgets for Highlands Ranch Cultural Affairs Association, Highlands Ranch Scholarship Fund, and Highlands Ranch Backcountry Conservation and Education Fund. The budgets are similar to 2023 operations with increases for raffle revenue, new trailcams and radios, and scholarships.

A motion was made that the HRCA Finance Committee endorse the 2024 501(c)3 Budgets, as drafted, and recommend that said Budgets be approved by the HRCA Board of Directors. The motion was approved unanimously.

Motion: Michael Flower Second: Leighton Stephenson

7. Brice Kahler presented the Q4 2023 Investment overview. HRCA is conservatively invested per our Investment Policy. We are exceeding budget due to high interest rates and replacing maturing CD's with CD's earning 5%+.
8. The Finance Committee reviewed the amended Finance Committee Charter, which is intended to bring the FC charter into consistency with the charters of other HRCA committees. The Finance Committee requested several updates to the document; Dan DeBacco will bring these requested updates forward to the Board of Directors and legal counsel. A final version of the charter will be voted on at a future meeting.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: February 7, 2024

MEETING MINUTES

I. CALL TO ORDER

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

- Roll call was taken, a quorum was established and the Minutes of the January 17, 2024 meeting were approved.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Elizabeth Bryant	✓		
Jeff Rohr	✓		
Laura Eicher	✓		
Patricia Callies	✓		

Brian Sheppelman Director of Corporate Compliance
Jayma Wessling Residential Improvement Coordinator

Kenneth and Elizabeth Pohlenz - Homeowner

II. RESIDENTIAL APPOINTMENTS

1. 9916 Gwendelyn Pl – Sunroom

- a. The Committee voted four (4) opposed, one (1) in favor resulting in a denial.

2. 10654 Sundial Rim Rd – Fire Table

- a. The Committee voted four (4) in favor, one (1) opposed resulting in a conditional approval.

III. NEW BUSINESS: Architectural Reviews – The Committee Members reviewed the following submittals.

1. 2285 Wynterbrook - Xeriscaping

- a. The Committee unanimously voted to deny as submitted.

2. 1185 Briarhollow – Addition

- a. The Committee unanimously voted to approve.

3. 469 Mockingbird Ct - Patio Cover

- a. The Committee unanimously voted to deny.

4. 10979 Glengate Cir - Windows

- a. The Committee unanimously voted to deny.

5. 5397 Clovervale Cir – Artificial Turf

- a. The Committee unanimously voted to approve.

6. 9682 Mountain Daisy Way - Fence

- a. The Committee unanimously voted to partially and conditionally approve.

7. 9543 Hackberry - Greenhouse

- a. The Committee unanimously voted to deny.

8. 801 Windmill - Painting Brick

- a. The Committee unanimously voted to approve.

9. 758 English Sparrow - Lighting

- a. The Committee unanimously voted to deny.

10. 2783 Timberchase Trail - Lighting

- a. The Committee unanimously voted to deny.

11. 9825 Spring Hill - Lighting

- a. The committee unanimously voted to deny.

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



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

12 9814 Spring Hill - Lighting.

- a. The Committee unanimously voted to deny.

IV. DISCUSSION

1. Packets provided to the Committee along with the introduction of new volunteer.
2. Review of the previous month's data, update on charter and RIGS details.

With no further business, the regular meeting adjourned at 7:51 p.m.

A handwritten signature in blue ink that reads "Laurie Allred". The signature is written in a cursive style and is positioned above a horizontal line.

Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: February 21, 2024

MEETING MINUTES

I. CALL TO ORDER

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

- Roll call was taken, a quorum was established and the Minutes of the January 17, 2024 meeting were approved.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Elizabeth Bryant	✓		
Jeff Rohr	✓		
Laura Eicher	✓		
Patricia Callies	✓		

Brian Sheppelman Director of Corporate Compliance
Jayma Wessling Residential Improvement Coordinator

Jerry and Tracy Larsen - Homeowner

II. RESIDENTIAL APPOINTMENTS

1. 469 Mockingbird – Deck Cover

- a. The Committee voted four (4) in favor, one (1) opposed resulting in an approval.

III. NEW BUSINESS: Architectural Reviews – The Committee Members reviewed the following submittals.

1. 161 Fairchild – Sport Court

- a. The Committee unanimously voted to deny.

2. 2918 Canyon Crest – Addition & Patio Cover

- a. The Committee voted three (3) in favor and two (2) opposed resulting in an approval.

3. 10184 Rustic Redwood - Paint

- a. The Committee unanimously voted to deny.

4. 10477 Tracewood – Xeriscaping

- a. The Committee unanimously voted to deny.

5. 3146 Woodbriar - Egress

- a. The Committee unanimously voted to approve.

6. 6757 Millstone – Garage Door

- a. The Committee unanimously voted to deny.

7. 241 Phillips Peak - Addition

- a. The Committee unanimously voted to deny.

IV. DISCUSSION

With no further business, the regular meeting adjourned at 7:00 p.m.

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