



Business Agenda Items

I. Call to Order	6:00 p.m.
II. Guest Speaker – South Metro Fire, John Curtis	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 Meeting of the Delegates May 21, 2024	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. General Manager Report <i>Mike Bailey</i>	6:40 p.m.
XI. Continued/New Business	6:50 p.m.
XII. Delegate Forum <i>Sign-up in advance; 3-minute time limit</i>	6:52 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 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.

Delegate Meeting Minutes

May 21, 2024

6:00 p.m.

Southridge Rec Center

Agenda item: Call to Order **Presenter:** Monica Wasden

President Wasden called the meeting to order at 6:15 p.m.

Agenda item: Pledge of Allegiance **Presenter:** Monica Wasden

President Wasden led the meeting in the Pledge of Allegiance.

Agenda item: Scholarship Recipient Award Ceremony **Presenter:** Board and Staff

General Manager Mike Bailey provided information on the history of the Scholarship fund.

Board President Monica Wasden the Board presented recipients with their certificates. Time was allotted for pictures.

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

Conclusions:

A quorum was established; 18,532 of 31,934 lots were present.

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

Dan DeBacco confirmed the Proof of Notice of Meeting.

Agenda item: Approval of Minutes for the Meeting of the Delegates for the April 16, 2024 Meeting **Presenter:** Monica Wasden

Conclusions:

April 2024 minutes were approved—motioned by Dennis Epperly, representing District 02, and seconded by Chanan Braunstein, representing District 18. Motion carried.

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

Discussion:

John Carson: John shared regarding his candidacy for Douglas County Commissioner, District 3.

Agenda item: Board of Directors Report **Presenter:** Monica Wasden

Conclusions:

President Wasden presented a PowerPoint. Within her report:

Information about the upcoming Golf Tournament on June 27. Delegates were encouraged to attend.

Thanked Mark Gunther, Director of Operations, for hosting a Delegate tour of Southridge.

Agenda item: Board of Director Comments

Presenter: Board of Directors

Conclusions:

Dan DeBacco, Todd Landgrave, and Leo Stegman: All directors shared their congratulations to the scholarship fund recipients.

Agenda item: General Manager Report

Presenter: Mike Bailey

Conclusions:

General Manager Bailey presented a PowerPoint. Within his report:

Bailey invited Brice Kahler, Chief Finance Officer, up to share information regarding VersaPay and the plan and goals surrounding the implementation process. Brice assured members that detailed information and instructions would be share prior to it going live in August/September 2024. Time was allotted for Q&A.

Information regarding the 2025 budget planning process and Westridge capital improvements.

Agenda item: Department Updates – Aquatics

Presenter: Tyler Kurapkat

Conclusions:

Tyler Kurapkat presented a PowerPoint. Within his report:

Facts about the HRCA bodies of water and Ellis and Associates, who facilitate Lifeguard training.

Aquatics operations information, including staffing, in-house training, accountability and internal audits, mechanical/pump rooms, water balance, and maintenance.

Programming information, including swim lessons, group lessons, private lessons, coached aquatics, summer swim team, pool rentals, birthday parties, Infant Swim Resource, and special aquatic programs.

Agenda item: Continued Business

Discussion:

Legal Counsel Lindsay Smith shared the following legislative update:

Information regarding three bills that may impact HRCA.

The firm Lindsay works for is working to lobby regarding the bill that includes accessory dwelling units.

Information regarding the bill that requires homeowners to pay collection efforts for citations that they are not to exceed \$5,000. This bill also limits foreclosures and allows for a longer redemption period for homeowners.

Time was allotted for Q&A.

Agenda item: New Business

Discussion: None

Agenda item: Delegate Forum

Presenter: Delegates

Discussion:

Kurt Huffman | District 82: Inquired about an email he had received from Waste Connections and about the broadband/fiber optic lines being installed throughout Highlands Ranch. General Manager Mike Bailey responded regarding this inquiry. Kurt also shared concerns about criminal activity in his neighborhood and requested the Board ensure meeting notifications are communicated in a timely manner.

Pattie McGuinness | District 112: Pattie inquired about increasing community engagement through virtual meetings, that are recorded and archived. Legal Counsel Lindsay Smith shared that our meetings are legally private due to HRCA's non-profit status and recording of meetings is not recommended. President Monica Wasden shared we would follow legal counsels recommendation. Pattie also inquired regarding the change of the Board Working Session meeting time and location. General Manager Mike Bailey assured her the meeting was posted and that proper notice was given.

Bethany Koch | District 49: Bethany discussed composting areas and organizations within Highlands Ranch. She shared information about Compost Colorado which is \$20 per month. She asked if Delegates have interest in learning more about composting options.

Dennis Epperly | District 2: Responded to Delegate Kurt Huffman's comment about Waste Connections and shared more information he had been provided.

Agenda item: Adjournment **Presenter:** Monica Wasden

Conclusions:

Motioned by Dennis Epperly representing District 2, and seconded by , Andy Natalie representing District 83. The Meeting of the Delegates was adjourned at 7:17 p.m.

Respectfully submitted,

Jim Allen, 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 May 2024
 - Approval of Architectural Review Committee Minutes from May 2024
 - Approval of Design Review Committee Minutes from May 2024
 - Approval of the Finance Committee Minutes from April 2024
 - Approval of Dawn Vaughn appointment to the Design Review Committee
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee:
 - Review of the May 2024 Financials
- 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, July 16, 2024.

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Board Meeting Minutes

Agenda item: Call to Order **Presenter:** Monica Wasden

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 Monica Wasden, Dan DeBacco, Leo Stegman, and Todd Landgrave were present. Jim Allen was excused.

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

Conclusions:

Dan DeBacco confirmed the Proof of Notice of Meeting.

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

Action Items:

- Approval of Board Meeting Minutes of Action from April 2024
- Approval of Architectural Review Committee Minutes from April 2024
- Approval of the Finance Committee Minutes from March 2024
- Approval of Architectural Review Committee Applicant Catherine Landauer
- Approval of Architectural Review Committee Member Annual Reappointments
- Approval of Design Review Committee Member Annual Reappointments
- Approval of Finance Committee Member Annual Reappointments

Conclusions:

A motion was made by Dan DeBacco and seconded by Leo Stegman to approve the Consent Agenda. Todd Landgrave abstained. Motion carried.

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

Discussions:

None

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

Discussions:

None

Agenda item: Committee Reports

Presenter: N/A

Discussions:

Delegate Meeting: None

Finance Committee: Brice Kahler presented the April 2024 Finances. He presented and discussed the HRCA balance sheet, cash flow statements, and income statements. Time was allotted for Q & A with the Board.

Conclusions:

A Motion was made by Leo Stegman and seconded by Todd Landgrave to approve the April 2024 HRCA financials as presented. Motion carried.

Agenda item: General Manager Report

Presenter: Mike Bailey

Discussions:

General Manager Mike Bailey commented on the following:

Thanked Theresa Hill and Kelly Garlutzo for work on the scholarship reception.

Thanked Cammie Ellis for her efforts with the employee engagement survey.

Thanked Mark Gunther for getting for completing the patio project at Southridge

Thanked the Board for their leadership in exploring different options to increase success.

Agenda item: Continued Business

Discussions:

None

Agenda item: New Business

Discussions:

None

Agenda item: Delegate Forum

Presenter: Delegates

Discussions:

Kurt Huffman | District 82: Inquired about the process for having trees removed that are destroyed/old. General Manager Mike Bailey shared that CIS cites homeowners with older trees and that the process can sometimes be lengthy.

Chanan Braunstein | District 18: Shared concerns about road and traffic safety and encouraged HRCA to discuss this issue with Douglas County. Board President Monica Wasden shared that HRCA has discussed the issue with County Commissioners and she will continue to discuss it in the future.

Agenda item:: Adjournment

Monica Wasden

Conclusions:

The Board of Directors Meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Jim Allen, Secretary



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

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

FC Members Present:

Ron Welk
Jennifer Harris
Leighton Stephenson
Michael Flower
Shane Callahan
Homar Alvarado

FC Members Absent:

Mikell Wilcox

Staff Members Present:

Brice Kahler, CFO
Emily Arnold, Accounting Manager
Cammie Ellis, Human Resources Director

Board Members and Visitors Present:

Leo Stegman, Board Treasurer

1. The Finance Committee meeting was called to order at 6:00 p.m. A quorum of the Finance Committee was present. Leo Stegman was introduced as the new liaison between the Finance Committee and the Board of Directors.
2. The Finance Committee reviewed the March 18, 2024, Finance Committee meeting minutes.

A motion was made to accept the March 18, 2024, HRCA Finance Committee meeting minutes as presented. The motion was approved with two abstentions.

Motion: Leighton Stephenson Second: Jennifer Harris

3. Cammie Ellis, Human Resources Director, gave a presentation on the HR department and demographics of employees at HRCA. We have 879 employees, 70% of which live in Highlands Ranch. Cammie discussed our turnover, compensation structure, engagement survey, and common review cycle.

4. The Finance Committee reviewed and discussed the March 31, 2024, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials, each operating fund, and select programs. Consolidated net revenues are up \$164K over budget year to date.

A motion was made that the HRCA Finance Committee accept the March 31, 2024, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Homar Alvarado Second: Leighton Stephenson

5. The Finance Committee next reviewed the Q1 2024 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.

A motion was made to recommend that the HRCA Finance Committee accept the Q1 2024, 501(c)3 Financial Statements. The motion was approved unanimously.

Motion: Michael Flower Second: Jennifer Harris

6. Brice Kahler presented the Q1 2024 Investment overview. HRCA is conservatively invested per our Investment Policy. We are evaluating the timing of capital spending and the potential to move some cash from money market funds to CDs.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager



ARCHITECTURAL REVIEW COMMITTEE

DATE: May 15, 2024

MEETING MINUTES

I. CALL TO ORDER & REVIEW OF MINUTES

1. The meeting was **Called to Order** at 5:31 p.m.
2. Roll call was taken, **Quorum Established**.

Member Name	Present	Absent	Excused
Elizabeth Bryant (EB)	✓		
Jeff Rohr (JR)	✓		
Laura Eicher (LE)	✓		
Patricia Callies (PC)	✓		
Jeff Buttermore (JB)	✓		
Dawn Keating (DK)			✓

Woody Bryant (WB), HRCA Presiding Party
Jayma Wessling (JW), HRCA Administrator

3. **Review of Minutes** from May 01, 2024.
 - a. Discussion: None.
 - b. Action:
 - i. Motion (by: JR, 2nd by: JB) to **Approve Minutes as Presented**.
 - 5 member(s) Concur.
 - 0 member(s) Dissent.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.

II. RESIDENTIAL APPOINTMENTS

1. None.

III. NEW BUSINESS

Architectural Reviews - The Committee Members reviewed the following submittals.

1. 2912 Clairton - **Gates**
 - a. Discussion: Double-Gates are too wide, as presented.
 - b. Action:
 - i. Motion (by: JR, 2nd by: LE) to **DENY**.
 - 5 member(s) Concur.
 - 0 member(s) Dissent.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.



2. 10033 Blackbird Circle - **Paint**
 - a. Discussion: Proposed copper color gutters, paint (boothbay shutters), garage doors, window boxes. Railing: Natural to match window boxes. Gutters are faux copper.
 - b. Action:
 - i. Motion (by: PC, 2nd by: UR) to **APPROVE CONDITIONALLY**. Conditions based on discussion above.
 - 5 member(s) Concur.
 - 0 member(s) Dissent.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.
3. 1120 Southbury - **Paint**
 - a. Discussion: Concerned with garage door; however, okay with under bay, shutters, and front door only. No regarding painting of garage door.
 - b. Action:
 - i. Motion (by: PC, 2nd by: LE) to **APPROVE CONDITIONALLY**. Conditions based on discussion above.
 - 5 member(s) Concur.
 - 0 member(s) Dissent.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.
4. 3955 Garnet - **Additional Stone**
 - a. Discussion: None.
 - b. Action:
 - i. Motion (by: JR, 2nd by: LE) to **APPROVE**
 - 5 member(s) Concur.
 - 0 member(s) Dissent.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.
5. 4360 Cedarpoint - **Cloverseed**
 - a. Discussion: JR noted that this was a good product for sunny areas. He uses to over-seed his yard and adds a good fertilizer.
 - b. Action:
 - i. Motion (by: JR, 2nd by: EB) to **APPROVE**
 - 5 member(s) Concur.
 - 0 member(s) Dissent.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.

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6. 9882 Bathurst Way - **Paint**
 - a. Discussion: "Something Blue" Is too bright for the body of the home.
 - b. Action:
 - i. Motion (by: EB, 2nd by: LE) to **DENY**
 - 4 member(s) Concur.
 - 1 member(s) Dissent. Minority felt all colors were acceptable.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.
7. 9463 High Cliff - **Paint**
 - a. Discussion: Color selection for body and trim of home okay. "Squash Blossom" may be too bright; however, limited element.
 - b. Action:
 - i. Motion (by: LE, 2nd by: JR) to **APPROVE**
 - 5 member(s) Concur.
 - 0 member(s) Dissent.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.
8. 10041 Stratford - **Arbor**
 - a. Discussion: None
 - b. Action:
 - i. Motion (by: PC, 2nd by: JR) to **APPROVE**
 - 5 member(s) Concur.
 - 0 member(s) Dissent.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.
9. 10565 Pearwood - **Playset Relocation & Shed**
 - a. Discussion: None
 - b. Action:
 - i. Motion (by: JR, 2nd by: EB) to **APPROVE**
 - 5 member(s) Concur.
 - 0 member(s) Dissent.
 - 0 member(s) Abstain.
 - ii. Motion **PASSES**.

~ Continued on Next Page ~



10. 10750 Tower Bridge – **Security Cameras**

a. Discussion: Must be a permanent Installation. Need to "clean up" wires – must not be visible. Remove the hanging bulb and permanently install camera. Remove two side lights and replace with lights that focus down only.

b. Action:

i. Motion (by: JR, 2nd by: PC) to **APPROVE CONDITIONALLY**. Conditions based on discussion above.

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

ii. Motion **PASSES**.

11. 2767 Golden Eagle – **Coloradoscape**

a. Discussion: Install smaller and different color rock in new area to provide greater contrast.

b. Action:

i. Motion (by: EB, 2nd by: LE) to **APPROVE CONDITIONALLY**. Conditions based on discussion above.

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

ii. Motion **PASSES**.

12. 9492 Bexley – **Fence**

a. Discussion: *NOTE: Original discussion and vote Included and approval; however, WB later emailed the ARC noting that the submittal could not be approved because it proposed improvements on property not owned by the Applicant (land area is public right-of-way owned by Douglas County). The ARC could only deny without prejudice (e.g., a second submittal could be made without additional fee and only reviewed by Staff) and provide a "letter of support" for the homeowner's use in requesting permission from Douglas County to install the improvement.*

b. Action:

i. Motion (by: PC, 2nd by: JB) to **APPROVE**. (*NOTE: See revised Information above*).

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

ii. Motion **PASSES**.

~ Continued on Next Page ~



13. 6221 Yale - **Gazebo & Arbor**

a. Discussion: Too many improvements compared to the size of the backyard. Impressed with the craftsmanship of the proposed arbor. Impressed with the existing brick path that leads to the existing shed in the backyard.

b. Action:

i. Motion (by: LE, 2nd by: EB) to **APPROVE ARBOR; DENY GAZEBO**

3 member(s) Concur.

2 member(s) Dissent. Minority was in favor of both Arbor and Gazebo.

x member(s) Abstain.

ii. Motion **PASSES**.

IV. DISCUSSION

1. None.

V. ADJOURNMENT

1. With no further business, the regular **meeting adjourned** at 6:47 p.m.



ARCHITECTURAL REVIEW COMMITTEE

DATE: May 15, 2024

MEETING MINUTES

I. CALL TO ORDER & REVIEW OF MINUTES

1. The meeting was **Called to Order** at 5:31 p.m.
2. Roll call was taken, **Quorum Established**.

Member Name	Present	Absent	Excused
Elizabeth Bryant (EB)	✓		
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3. **Review of Minutes** from May 01, 2024.
 - a. Discussion: None.
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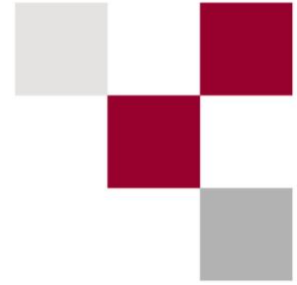
II. RESIDENTIAL APPOINTMENTS

1. None.

III. NEW BUSINESS

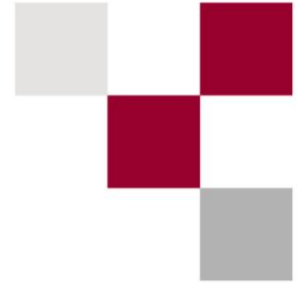
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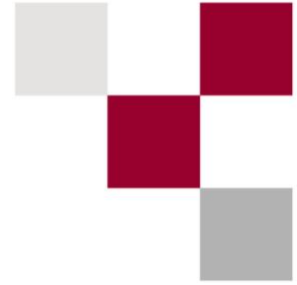
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b. Action:

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- 5 member(s) Concur.
- 0 member(s) Dissent.
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ii. Motion **PASSES**.

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a. Discussion: Install smaller and different color rock in new area to provide greater contrast.

b. Action:

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- 5 member(s) Concur.
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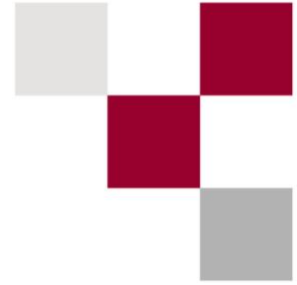
b. Action:

i. Motion (by: PC, 2nd by: JB) to **APPROVE CONDITIONALLY**. (*NOTE: See revised Information above*).

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

ii. Motion **PASSES**.

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13. 6221 Yale - **Gazebo & Arbor**

- a. Discussion: Too many improvements compared to the size of the backyard. Impressed with the craftsmanship of the proposed arbor. Impressed with the existing brick path that leads to the existing shed in the backyard.
- b. Action:
 - i. Motion (by: LE, 2nd by: EB) to **APPROVE ARBOR; DENY GAZEBO**
 - 3 member(s) Concur.
 - 2 member(s) Dissent. Minority was in favor of both Arbor and Gazebo.
 - x member(s) Abstain.
 - ii. Motion **PASSES**.

IV. DISCUSSION

- 1. None.

V. ADJOURNMENT

- 1. With no further business, the regular **meeting adjourned** at 6:47 p.m.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

DEVELOPMENT REVIEW COMMITTEE

May 08, 2024

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by W. Bryant

Roll call was taken by W. Bryant

Member Name	Present	Absent	Excused
Zell Cantrell	✓		
Ariel Madlambayan			✓
Greg Banks	✓		
Henry Hollander	✓		
Michael Burmeister	✓ *		
Erik Okland	✓ *		
Kyle Matthews	✓		

*Attended Virtually via ZOOM

Also in attendance:

Andrew Proctor, USAgain Director of Government Relations

Stephen Douglas PE, Personalized Engineering Solutions

Woody Bryant, HRCA: Director of Community Improvement Services

John Mezger, HRCA: Commercial Compliance Technician

II. PREVIOUS BUSINESS

A. Review of January 31, 2024 DRC Meeting Minutes.

a. DISCUSSION:

i. There was no discussion and no corrections or revisions to the Meeting Minutes are necessary.

b. ACTION:

i. A motion was made to **APPROVE** the January 31, 2024 Meeting Minutes **AS PRESENTED** by E. Okland, seconded by Z. Cantrell.

3 member(s) **Concur.**

0 member(s) **Dissent.**

3 member(s) **Abstain.** G. Banks, H. Hollander, K. Matthews.

ii. Motion **PASSES.**

III. NEW BUSINESS

A. USAgain, LLC Clothing Drop Spot (PS2024-014, HR Flg 127A, 4th Amd, Lot 1).

a. Presentation and Background Information by W. Bryant.

i. Reference Staff Memo to DRC dated 2024-05-08.

ii. Presented a chronology of communications with USAgain and Douglas County. Douglas County requires a Site Improvement Plan Revision for the collection unit.

iii. Presented the Staff Summary of Findings and Recommendations.

iv. Noted that Staff's goal is to adhere to the July 12th deadline for applicant to secure all necessary approvals by HRCA and Douglas County.

b. Applicant Presentation by A. Proctor.

i. Reference The Clothing Drop Spot Andrew Proctor.pptx.

- ii. Provided a broad overview of the USAgain business model, as well as a detailed description of the new clothing collection unit currently in place.
- iii. Noted that since installation last November, more than 38,000 lbs. of clothing has been collected at this site.
- iv. Described the one-year lease arrangement, with possible extension, with property owner.

c. **DISCUSSION:**

- i. The Development Review Committee (DRC) complimented the Applicant on their business model and reiterated their support of the Applicant's program.
- ii. Questions involved the function, placement, and aesthetics of the clothing collection unit, as follows:
 - 1. Unit is anomalous to a shopping center. The clothing collection unit is not a structural addition to the shopping center. A question was asked about the unit's lease with the property owner, and whether the three parking stalls needed for the collection unit would detract from the zoning-required parking at Town Center.
 - a. Applicant noted that Douglas County was in the process of determining whether this would be an issue.
 - 2. A question was asked if frequent unloading would require substantial equipment at the site.
 - a. Applicant noted that a box truck would come nightly @ 4 a.m. and internal bins would be unloaded without incremental equipment.
 - 3. Concerned that since the clothing collection is a repurposed industrial Conex storage container, it seemed "temporary." A question was asked if some sort of "cladding" might be applied to modify its appearance.
 - a. Applicant noted that the USAgain business model relied on the low cost of using painted storage/shipping containers with the current company branding.
 - 4. A question was asked if placement of the unit on the site might be reconsidered from the point of view of aesthetics and public safety. The DRC proceeded to discuss possible alternatives to the current location of the unit. Constraints involved the traffic patterns and property ownership of different locations in the center.
 - 5. DRC does not want an approval (or denial) for this project to set a precedent to other, similar uses elsewhere.

d. **ACTION:**

- i. A motion was made by Z. **Cantrell** to **APPROVE WITH CONDITIONS** the submittal. Seconded by K. **Matthews**.
- ii. The following are the **DRC's APPROVAL CONDITIONS:**
 - 1. A 30" (minimum) base element (e.g., paint, or similar) must be added to the conex equipment to provide an appearance of permanence.
 - 2. If full approval and permitting from all applicable governmental entities (e.g., Douglas County Planning) is not in-hand by July 12, 2024 all improvements must be removed from the site and the site returned to its original condition.
 - a. **NOTE:** If it appears that approvals are reasonably imminent, the DRC authorizes Staff to consider a reasonable extension to the removal deadline date.

3. This Approval with Conditions does not set a precedent for future applications. Each application is considered unique and will be evaluated on its own merits. While the decision reached by the DRC for this application provides guidance and insight into their considerations, it doesn't necessarily establish a binding precedent for future applications. Factors such as evolving circumstances, differing details, and changes in policy or regulations may contribute to variations in decision-making.

- 6** member(s) **Concur.**
- 0** member(s) **Dissent.**
- 0** member(s) **Abstain.**

iii. Motion **PASSES.**

IV. NON-AGENDA RESIDENT COMMENTS

A. No "Non-Agenda Resident Comments" were offered.

V. STAFF COMMENTARY

- A. W. **Bryant** presented the updated Commercial Improvement Guidelines to the DRC.
- B. W. **Bryant** updated the Committee of HRCA Staff Changes.

VI. ADJOURNMENT

A. With no further business, a motion was made by W. **Bryant** to adjourn the meeting. Seconded by H. **Hollander**.

- 6** member(s) **Concur.**
- 0** member(s) **Dissent.**
- 0** member(s) **Abstain.**

B. Motion **PASSES.** The meeting adjourned at 7:22 p.m.

VII. APPROVAL OF THESE MEETING MINUTES

A. At the 06/12/2024 Development Review Committee Meeting, these minutes were reviewed.

a. A motion was made by K **Matthews**, seconded by Z **Cantrell** to **Approve the Meeting Minutes as presented.**

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

b. Motion **PASSES.**

May 31, 2024

TO WHOM IT MAY CONCERN:

I am interested in applying for the Developmental Review Committee of the Highlands Ranch Community Association. I have served on this committee previously, and when I heard that there were openings, I decided that I would like to serve the community in which I live by working with the DRC once more. When I left the committee before, it was to serve on the Douglas County Library Trustee Board, which I did for three years. I am currently on the Library Foundation Board, but there isn't any conflict with the DRC.

I believe that my qualifications make me a viable candidate for this committee. I have worked in public education throughout my career as a teacher, librarian, and an administrator. I am comfortable working with many different types of people and my problem-solving skills will be valuable on this committee. Having served on this committee previously, I understand the responsibilities of the committee and believe that I can represent the viewpoint of the Highlands Ranch resident. While I don't have an engineering or architectural background, I do believe that the voice of the homeowner is important as well on this committee.

I would love to serve on the DRC. I hope that you will consider my application.

Sincerely,

A handwritten signature in black ink that reads "Dawn P. Vaughn". The signature is written in a cursive style with a large, prominent initial "D".

Dawn Vaughn



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Dawn

Last Name: Vaughn

Home Phone #: 303-906-2128

Email Address: dawn@garyanddawn.net

Address: 1828 Ross Ln.

City: HR, CO

Zip Code: 80126

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?

DRC

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA? See attached.

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: Dawn P. Vaughn Date: 5-31-24

For office use only:

Received by: _____

Date: _____

 Application Resume Letter of Interest COI Disclosure

8. My career has been in public education. I was a teacher, librarian, and an administrator at all levels of education. I love to help people. I'm outgoing and love to volunteer. I have been on the DRC before and enjoyed working with the committee, helping businesses as they move into Highlands Ranch. I left the committee when I was appointed to the Douglas County Library Trustee Board. After serving the Trustee Board for three years, I joined the Library Foundation Board. I have missed volunteering in Highlands Ranch, where I live. I will bring the perspective of the homeowner to the board. There are many on the DRC who have experience in architecture and engineering, and I will bring a different perspective. I believe that as a resident of Highlands Ranch for seventeen years, I can represent the homeowner.

Dawn P. Vaughn
1948 Ross Lane
Highlands Ranch, CO 80126
303.906.2128, Cell
dawn@garyanddawn.net

Current Responsibilities

Douglas County Library Foundation Board

January 2023 - Present

Professional Experience

Cherry Creek School District #5

August 2002 – August 2007

Assistant to the Principal, Cherry Creek High School

Responsible for designing and developing the Cherry Creek High School professional development program for teachers and librarians, to include organizing the program and staffing the classes to teaching classes for teachers and librarians. Evaluates teachers. Resides on the administrative team, assisting the principal with instructional issues of relevance to the high school. Responsible for all testing given during the school day. Coordinates the Advanced Placement Program. The administrator responsible for the library program at Cherry Creek High School. During the 2002-2003 school year, held the dual administrative and library coordinator responsibilities.

Cherry Creek School District #5

August 1999 – July 2003

Library Coordinator, Cherry Creek High School

Responsible for the coordination of the day-to-day activities of the CCHS library. Responsible for evaluating the teacher-librarians who work in the CCHS library. Oversaw the clerical staff of the library. Sat on the school-wide instructional team, consisting of the coordinators from all departments and the administration. Coordinated professional development for the after-school staff development program at CCHS. Taught numerous classes. Such as integrating technology into the classroom, using Blackboard as an instructional tool, Questioning, and Keyword Searching. Sponsored the National Honor Society.

Cherry Creek School District #5

August 1998 – July 1999

Library Media Specialist, Cherry Creek High School

Responsible for teaching information literacy to high school students, integrating library research skills into the curriculum. Coordinated the National Library Week celebration. Integrated technology into the curriculum. Collaborated with teachers to plan instruction for students in the library and computer labs. Responsible for selecting online databases and training librarians and teachers in the use of them. Sponsored the National Honor Society. Taught after-school staff development classes.

Fairfax County Public Schools, VA

November 1995 – July 1998

Library Program Specialist IV

Responsible for expanding the staff development program for all FCPS librarians, which included teaching classes, workshop, and in-services to effectively integrate library information and technology with the instructional program. Assisted the Coordinator of Library Services with planning meetings and in-services for all librarians in the district. Assisted the FASTeam Coordinator in library automation training. Acted as liaison to Technology Services.

Fairfax County Public Schools, VA

August 1995 – November 1995

Library Media Specialist, Clermont Elementary

Cherry Creek School District #5

August 1993 – July 1995

Library Media Specialist, Cherry Creek High School

Cherry Creek School District #5 <i>Principal Internship, Summer School</i>	Summer 1993
Cherry Creek School District #5 <i>Manager, Professional Library</i>	1991-1993
Cherry Creek School District #5 <i>Library Media Specialist, Eaglecrest High School</i>	1990-1991
Eanes Independent School District, Austin TX <i>Library Media Specialist, Westridge Middle School</i>	1987-1990
Hays Consolidated Independent School District, Buda, TX <i>Library Media Specialist, Buda Primary and Intermediate Schools</i>	1986-1987
Eanes Independent School District, Austin TX <i>Library Media Aide, Hill County Middle School</i>	1984-1986
Spring Branch Independent School District, Houston, TX <i>Language Arts teacher, Northbrook Junior High</i>	1975-1977

Education

Type D: Administrator Certification – **University of Denver**, 1993
 Master of Library and Information Science – **University of Texas at Austin**, 1985
 Bachelor of Science in Education – English Language Arts, Com. – **Texas Tech University**, 1974

Certifications

Colorado Professional Principal License, Expired

Colorado Professional Teacher License, Expired

Secondary English Language Arts
 K-12 Educational Media Specialist

Texas Teacher Certificate

Provisional All-Level—Learning Resources Endorsement
 Provisional High School—English Language Arts, Com.

Professional Organizations

American Library Association (ALA), previous member
 American Association of School Librarians (AASL), previous member

Professional Accomplishments

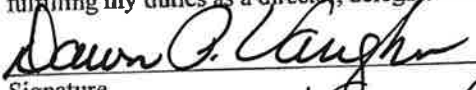
AASL President, 1994-1995
 AASL Board of Directors – 1993-1995

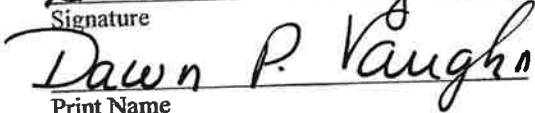
Volunteer Involvement

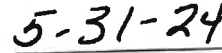
Volunteer for HRCA, Development Review Committee	August 2009 - 2018
Volunteer for HRCA, Commercial Review Committee	August 2010 - 2018
Volunteer for Douglas County Library Trustee Board	January 2020 - December 2022

**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


Print Name



Date

**RESOLUTION 17-01-03
OF
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

SUBJECT: Establish Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc. ("HRCA").

PURPOSE: To approve and adopt Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc.

AUTHORITY: The Declaration, Articles and Bylaws of the Association and Colorado law.

**EFFECTIVE
DATE:**

2/21/2017

RESOLUTION:

WHEREAS, the Board of Directors ("Board") of HRCA is responsible for the management and affairs of the Community Association; and

WHEREAS, HRCA desires to adopt Duties and Responsibilities of Directors, Delegates and Committee Members of Highlands Ranch Community Association, Inc. to assist in their roles which duties and responsibilities are attached hereto.

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of HRCA hereby adopts the attached Duties and Responsibilities of Directors, Delegates and Committee Members of Highlands Ranch Community Association, Inc.

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 2/21/2017, 2017 and in witness thereof, the undersigned has subscribed his/her name.

**HIGHLANDS RANCH COMMUNITY
ASSOCIATION, INC.**


By: Jeff Suntken, President

Resolution 17-01-03
Duties and Responsibilities of Directors, Delegates and Committee Members
of the Highlands Ranch Community Association, Inc.

The Board of Directors ("Board") of Highlands Ranch Community Association, Inc. ("HRCA") is responsible for the management of all aspects of HRCA and has the obligation and duty to make decisions for the entire community. In order to assist the Board, the Delegates and Committee Members of HRCA in their official capacity as defined below, the Board hereby sets forth these guidelines summarizing the duties and responsibilities of directors, delegates and committee members of HRCA.

GENERAL DUTIES OF BOARD MEMBERS, DELEGATES AND COMMITTEE MEMBERS

All directors, delegates and committee members have the following duties:

1. The **DUTY OF DUE CARE** requires the directors and officers to:
 - a. Act in good faith;
 - b. With the care an ordinary prudent person in a like position would exercise under similar circumstances; and
 - c. In a manner the directors and officers reasonably believes to be in the best interest of HRCA

This means you must be reasonably informed and actively participate in those affairs as are set forth. The duty of due care must be discharged diligently, honestly and in good faith. You must act with knowledge. You must conduct yourself with the level of care, skill and diligence exercised by "reasonably prudent persons" in the handling of their own affairs. Where you know the facts, analyze the probable result of an action, exercise sound judgment and keep reasonable records, you act prudently and fulfill your important duty of due care. You should generally exercise their duty of due care by reviewing the agenda and reading related materials in advance of each meeting, attending meetings, being prepared to discuss the business before the meeting and voting on matters that come before the meeting.

2. The **DUTY OF UNDIVIDED LOYALTY** requires the interests of HRCA take priority over your personal interests. You must treat all information learned in your role as confidential unless there has been public disclosure, the information is included in HRCA's records, such as recorded in the minutes, or the information is common knowledge and must not speak as an individual on behalf of HRCA or the Board unless authorized by the Board of Directors. You are prohibited from borrowing money from HRCA.
3. The **DUTY TO ACT WITHIN THE SCOPE OF AUTHORITY** as set forth in the governing documents or policies of HRCA;
4. The **DUTY OF COMPLIANCE** with the governing documents of HRCA;
5. The **DUTY TO ABIDE** by all federal, state and local laws;
6. The **DUTY TO TREAT** all others with respect and dignity, ensuring an environment free from discrimination or harassment on the grounds of race, color, religion, pregnancy, sex/gender, sexual orientation, national origin, age, disability, marital or military service status, or any other category protected by applicable law;

CONFLICTS OF INTEREST

All directors, delegates and committee members must adhere to the following with respect to conflicts of interest.

1. Definitions.

- a. "Conflicting interest transaction" means a contract, transaction, or other financial relationship between the Association and you, or between the Association and a party related to you, or between the Association and an entity in which you are a director or officer or have a financial interest.
- b. "Party related to a You" means a spouse, a descendant, an ancestor, a sibling, the spouse or descendant of a sibling, an estate or trust in which you or a party related to you has a beneficial interest, or an entity in which a party related to you is a director or officer or has a financial interest.

2. Any conflicting interest transaction on the part of you or any party related to you must be disclosed. You should disclose you financial or other interest whenever you or a party related to you proposes to enter into a business or financial relationship with HRCA. You may be counted in determining quorum at the meeting and may participate in the discussion but shall not vote on the matter. The minutes of the meeting shall reflect the disclosure made, the abstention from voting, the composition of the quorum and record who voted for and against. Following disclosure of or otherwise learning of a conflict of interest, the disinterested board members, delegates or committee members shall act in the best interests of HRCA in addressing any such conflict.

3. No conflicting interest transaction shall be voidable by the Association if:

- a. The facts about the conflicting interest transaction are disclosed, and a majority of the disinterested board members, delegates or committee members, even if less than a quorum, in good faith approves the conflicting interest transaction; or
- b. The conflicting interest transaction is fair to the Association.

4. In addition to the above, each director, delegate and committee member shall adhere to the following Code of Ethics:

- a. You shall not use your position for private gain, including for the purpose of enhancement of your financial status through the use of certain contractors or suppliers.
- b. You shall not solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan or any other thing of monetary value from a person who is seeking to obtain contractual or other business or financial relations with the Association.
- c. You shall not accept a gift or favor made with the intent of influencing a decision or action on any official matter.
- d. You shall not receive any compensation from the Association for acting as a volunteer.
- e. You shall not willingly misrepresent facts to the Members of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on a committee to the Board, delegates, Board of Directors or the HRCA Staff Members to advance a personal cause.
- f. You shall not interfere with a contractor engaged by the Association while a contract is in progress.
- g. You shall not harass, threaten, or attempt through any means to control or instill fear in any Member or agent of the Association.
- h. You shall not make any promise of anything not approved by you, the Board as a whole, the delegates or committee to any subcontractor, supplier, or contractor during negotiations.
- i. You shall voluntarily resign from your position if convicted of a felony.
- j. You shall not knowingly misrepresent any facts to anyone involved in anything with the community which would benefit yourself in any way.
- k. Language and decorum at meetings will be kept professional. Personal attacks against owners, residents, managers, service providers, committee members or board members are prohibited and are not consistent with the best interest of the community.

PROTOCOL FOR EMAIL COMMUNICATION

Emails that are distributed by directors, delegates or committee members in their official capacity are official Association business and must conform with the following protocol.

1. You shall not send any inappropriate content such as hate speech; sexually explicit or sexually oriented materials; materials related to any illegal activities; bullying or harassment or material that ridicules or could reasonably be considered as being discriminatory towards others on the basis of race, creed, religion, color, sex, disability, national origin, age or sexual orientation.
2. All emails sent by a you from your HRCA email account shall include the following:

LEGAL DISCLAIMER

This email and its attachments may be confidential and are intended solely for the use of the intended recipient. If you are not the intended recipient of this email and its attachments, you must take no action based upon them, nor must you copy them to anyone. Please contact the sender if you believe you have received this email in error. Please note that any views or opinions expressed are solely those of the author and do not necessarily represent those of the Highlands Ranch Community Association (HRCA). Finally, the recipient should check this email and any attachments for the presence of viruses. The HRCA accepts no liability for any damage caused by any virus transmitted by this email.

3. At the request of the Manager, any email sent under this section shall be made available to the Manager.
4. Anyone who violates this email protocol or the Code of Ethics at Paragraph 4 under Conflicts of Interest will be revoked of their HRCA email account privileges as well as other appropriate action.

SPECIFIC DUTIES OF BOARD MEMBERS, DELEGATES AND COMMITTEE MEMBERS

One of the most important functions of the Board of Directors, Delegates and Committee Members are to keep the resources and its efforts focused on HRCA's mission. This requires the directors, delegates and committee members to have an adequate understanding of HRCA's governing documents, programs, people and the various resources which are available to achieve HRCA's goals. Being a board member, delegate or a committee member requires active participation. Persons who do not have the time to keep reasonably informed and to regularly and actively participate should not agree to be a director, delegate or a committee member.

1. Definitions.

- a. "Official Capacity" as used in the Bylaws shall mean only the actions taken as part of the individual's position in the Highlands Ranch Community Association, Inc. and only those actions which have a nexus to that position. Specifically, Official Capacity shall mean the following with respect to certain positions within the Highlands Ranch Community Association, Inc.:
 - i. With respect to Directors Official Capacity shall mean any action taken as a part of fulfilling the duties and responsibilities of a Director as set forth in the governing documents of HRCA and state and federal law.
 - ii. With respect to Delegates Official Capacity shall mean any action taken as a part of fulfilling a Delegates duties as set forth in the governing documents of HRCA and state and federal law and more specifically described in Paragraph 3a below.

2. Board Members.

- a. The Official Capacity of the Board Members' is to act as the steward of HRCA's assets. These assets are held by HRCA to be used only to further the common interests of the Members of HRCA. HRCA may not be operated for the personal benefit of the directors.

- b. The directors are responsible to the Board and the Board, in turn, is legally responsible for the management of the affairs of HRCA. The Board is not expected to manage the day-to-day activities of HRCA. For those duties, the Board has hired a community manager to which the Board may delegate any of its duties, powers or functions. However, it is the Board's responsibility to oversee the community manager's work, to see that HRCA is fulfilling its mission and to review and assess the community manager's performance.

3. Delegates.

- a. The Official Capacity of Delegates is to elect the Board of Directors at the annual meeting of Delegates. Delegates also vote on those limited items set forth in the governing documents for Delegate voting as follows:
 - i. Election of Board of Directors (Bylaws Section 6.2)
 - ii. Removal of Directors (Bylaws Section 7.6)
 - iii. Amendments to the Articles (Articles of Incorporation, Article X1)
 - iv. Amendments to the Bylaws (Bylaws, Section 11.1)
 - v. Encumber Association Properties (Community Declaration, Section 5.24)
 - vi. Certain assessment increases (Community Declaration, Section 8.21)
 - vii. Special assessments (Community Declaration, Section 8.31)
 - viii. Amendments to the Declaration (required by Governmental Entity) (Community Declaration, Section 11.4)
 - ix. Conveyance of Association Properties (Community Declaration, Section 5.23)
 - x. Review of application process for Backcountry Development Proposals (Bylaws, Section 13.2)
 - xi. Act in an advisory capacity with respect to the operation and maintenance of Recreation Cost Centers (Bylaws, Section 6.2.1)

3. Committee Members.

- a. The Official Capacity of Committee Members is to serve the HRCA Board of Directors in an advisory capacity to ensure that the best and most accurate information and advice is provided to the Board for use in their deliberations. The Committee Members shall have and exercise such authority as specified in the resolution creating such committee. Each Committee Resolution will detail the specific duties of the Committee Members.