



Ken-Caryl Ranch Master Association

**BOARD OF DIRECTORS
BUSINESS MEETING AGENDA
RANCH HOUSE
Tuesday December 6, 2016
7:10 PM**

- I. ** - Call to Order – Pledge of Allegiance
- II. Conflict of Interest/meeting introduction
- III. Approval of Minutes – November Business Meeting
- IV. Financial Report – November Financials are not ready with early meeting will be sent when completed
- V. Member Open Forum - Resident comments on subjects not on the agenda – 10 minutes' maximum total time allowed ***
- VI. Communication/Discussion Items
 - A. Update – Manor House gate
 - B. Presentation – Manor House kitchen expansion plans
 - C. Report - Volunteer Trail Coordinators
 - D. Request – Trail Club
- VII. Action Items –

Motion: “A” A motion authorizing Board President to sign 2017 Irrigation water bill memo.
Motion: “B” A motion appointing 2017 Committee membership and Board liaisons.
Motion: “C” A motion approving the preliminary design for hard surface trail improvements in Brannon Gearhart Park and authorizing Muller Engineering to complete design and construction documents for the bid process.
- VIII. Committee and Task Force reports by Board representatives
- IX. Manager’s Report – verbal
- X. Executive session
- XI. Reconvene open meeting if the Board decides to take action.
- XII. Adjournment

*Individuals who require special accommodation to attend and/or participate in this meeting should call 303.979.4070 ext. 136 to advise the ADA compliance officer of their specific need(s) 48 hours prior to the meeting.

**Times are estimates and discussions are subject to begin before designated times and/or extend beyond the designated times. Topics are subject to change and new ones may be introduced at the meeting.

***Members who would like to address the Board in more detail than is possible during the 10 minute resident comment section are asked to submit their thoughts in writing to staff the week prior to the Board meeting so it may be included in the Board package and scheduled as a part of the agenda.



MINUTES OF THE MONTHLY BUSINESS
MEETING OF THE BOARD OF DIRECTORS
OF
KEN-CARYL RANCH MASTER ASSOCIATION

HELD November 15, 2016

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, November 15, 2016 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

Call to Order

The meeting was called to order at 6:37 p.m. by Vice-President Dan Mullins, followed by the Pledge of Allegiance.

Attendance

Chris Figge, Dan Mullins and Andrew Roberts. Seth Murphy had given prior notice of a late arrival, and joined the meeting at 7:21 p.m.

Staff Members in attendance: Chris Pacetti, Rita Saunders and Sean Warren.

Others in attendance: John Fosholt, Jim Fodor, Jeff Lyslo, Lynne Harbison, Christina Scribner, Bev Whiteside, Klay Reiter, Cindy Zimmerman, Patti Rex and Chandler Cole.

Conflicts of Interest

Dan Mullins requested any Board member who may have a potential conflict of interest disclose said conflict prior to any discussion at the meeting. No other new conflicts had been discussed prior to this meeting and all prior conflicts were hereby incorporated into these minutes by reference.

Approval of Minutes

There were no amendments to the minutes of the October 18, 2016 regular meeting of the Board of Directors. Chris Figge made a motion for approval, seconded by Andrew Roberts and passed by the Board.

Financials

There was no Finance Committee meeting this month. Chris Pacetti shared the progress of collections, noting that only thirteen accounts remained at the attorney's office for collections.

Chris Figge made a motion to accept the October financials, seconded by Andrew Roberts and approved by the Board.

Member Comments Not Related to Agenda

A Retreat resident who obtained qualifying petition signatures from owners to keep the neighborhood sign recapped the history of the original sign's raised letters being vandalized and replaced with smooth lettering. Given those circumstances, he requested a cost-sharing with the Master Association to purchase the upgraded lettering. The Board expressed understanding of the argument presented, but declined to authorize matching funds which would set a possible precedent and counteract the mission to eliminate Master Association funding of neighborhood signage.

An Enclave resident questioned the prairie dog restoration funding and contended that the resolution to the problem was an issue to be handled by the affected homeowners. The Board responded to the concerns and proposed allocating funds for the 2017 budget, but exploring options for alternative or less expensive solutions.

Several residents from Bridlegate and Deer Creek presented opposition to the Dakota Lodge youth programs and the changes to recreational amenities at that location. They expressed concerns over liability issues and dissatisfaction with the composition of the focus group. They also wanted recreational opportunities geared towards older children at that location. The Board suggested participation in the Community Planning meetings as a forum for their ideas.

Communication/Discussion Item

- The draft 2017 Budget figures in most categories reflected little change from 2016, with the exception of one-time projects and the trash/recycling scheduled cost increase. Drainage issues were discussed at length, as well as the north border fence, water costs, reserves and some Open Space projects. Some suggestions were made for changes to the one-time project fund prior to the motion being made to adopt the budget.
- Jeff Lyslo provided an update on behalf of the Volunteer Trail Coordinators. The mild weather has allowed continued progress on the Upper Cougar project. Volunteer activity has concluded for the season, with the exception of helping with the Christmas tree sale. Sean reported that approximately 80 people emailed responses to the request for feedback regarding the proposed Massey Draw Canyon trail restoration.

Action Items

Motion: A Motion accepting the Open Space Committee's recommended revisions to the Group Events Policy was made by Seth Murphy with an additional change deleting 6.c)(x), (xi) and (xii) which pertain to some permitting restrictions. Andrew Roberts seconded the motion, which was approved unanimously.

Motion: A Motion accepting the Cultural Resource Survey, the Raptor Survey and the Rare Plant Survey reports for the Docmann Loop Trail was presented by Seth Murphy and seconded by Andrew Roberts. The motion passed with three favorable votes along with an abstention by Chris Figge. There was a detailed discussion about the raptor report's caution regarding the presence of dogs and the rare plant report's recommendations.

Motion: A motion accepting Open Space Committee recommendation on a revised gate and fence design for Massey Draw Trailhead was debated at length. Sean provided a history of the project, and explained this was intended to provide a prototype for future locations. Several alternative solutions were presented by Board members. After giving staff direction on this project, the motion was presented by Chris Figge, seconded by Andrew Roberts and was defeated in a unanimous vote.

Motion: A motion to continue the Volunteer Trail Coordinator Trial Program in 2017, as recommended by the Open Space Committee was offered by Seth Murphy, seconded by Chris Figge and approved in a vote of the Board. There has been a lot of support for the program, and communication and working relationships have been positive.

Resolution 16-01: A Resolution adopting the 2017 budget as presented and increasing monthly assessment levels to \$49.00 per residence, \$37.00 for apartments and \$33.00 per commercial acre or fraction thereof was presented in a motion by Seth Murphy, seconded by Andrew Roberts and approved unanimously by the Board.

Committee and Task Force Reports

Some brief updates were presented by Board members about a number of the committee and task force meetings. They also asked about the status of new committee applications being received from residents.

Manager's Report

There were no additions to the written monthly report. Chris will contact the Foundation again to follow up on the request from a resident for a park bench in the Valley along the Ken Caryl Avenue path.

Executive Session

At 10:14 the Board entered into Executive Session to discuss two legal issues.

Adjournment

There being no further items for discussion, the meeting adjourned at 10:35 p.m.

Respectfully submitted,

Rita Saunders, Secretary of the Meeting



Memorandum

To: Members of the Board
From: Chris Pacetti
Date: December 6, 2016
Re: Manor House kitchen expansion

CR Brinton will attend the meeting to present plans to expand the Manor House kitchen by less than 200 Sq. Ft. I have attached a copy of the Warranty Deed for the Manor House that restricts the expansion for your review. He is scheduled to present the architectural plans to the Architectural Committee on Thursday December 8th. So, the purpose of this presentation is to issue a Board decision on compliance with the Warranty Deed.

FYI - The addition you approved in January 2015 for the tent replacement structure totaled 2950 Sq. Ft.

GENERAL WARRANTY DEED

PETERSON FAMILY INVESTMENTS, LLC, a Colorado limited liability company ("Grantor"), whose address is c/o Restaurant Services, Inc., 4982 S. Ulster Parkway, Suite 502, Denver, Colorado 80237, for Four Hundred Fifty Five Thousand and No/100 Dollars (\$455,000.00) and other good and valuable consideration, in hand paid, hereby sells and conveys to KEN-CARYL RANCH MASTER ASSOCIATION, a Colorado non-profit corporation ("Grantee"), whose address is 7676 S. Continental Divide Road, Littleton, Colorado 80127, the real property in Jefferson County, Colorado described on Exhibit A attached hereto ("Property"), with all its appurtenances and warrants title to the same, subject to general taxes for the year 1997 and subsequent years and except for those matters described on Exhibit B attached hereto.

5/100
off

1-10

Grantor hereby reserves unto Grantor the right of reentry to the Property and the right to require the reversion to Grantor of the title thereto if the Property is used by Grantee or its successors as a restaurant, banquet facility, catering business or other food preparation operation open to the general public.

Grantor, as the owner of the property described on Exhibit C attached hereto ("Manor House Property") hereby covenants for the benefit of Grantee and all future owners of the Property, that Grantor will not modify the exterior, expand (except as permitted hereby), remove, or alter the existing improvements on the Manor House Property. The agreement of this paragraph shall bind the Manor House Property and run with the land. Expansion of the Manor House Property shall be allowed as follows: Grantor may expand (a) the existing kitchen in the restaurant by adding no more than one thousand square feet, (b) the existing seating area in the restaurant by adding no more than three thousand square feet, (c) the existing caretaker house by 1,500 square feet or remove the caretaker house entirely, and (d) if the existing buildings on the Manor House Property are rebuilt due to casualty destruction, Grantor shall be permitted to replace the restaurant building with a one-story building equal in total square footage (excluding basement) to that of the existing two-story building, plus four thousand square feet (in any event, not to exceed 12,000 square feet, excluding basement), and to replace the caretaker house with a building equal to the existing size, plus 1,500 square feet, all of which shall preserve or reconstruct the look, size, feel and architectural style of the existing improvements. These restrictions on the Manor House Property shall be null and void if W.S.A. Fraternal Life, its successors or assigns, ever take possession of the Manor House Property due to foreclosure or deed in lieu of foreclosure of that certain Deed of Trust, dated January 10, 1997, recorded January 15, 1997 as Reception No. F035817 in the records of the Clerk and Recorder of Jefferson County, Colorado.

STATE DOCUMENTARY FEE
45.50
NOV 07 1997

RECEPTION NO. F050544B 96.50 PG: 0001--010
053 RECORDED IN JEFFERSON COUNTY, COLORADO 11/07/97 9:24:09



Volunteer Trail Coordinator Program: November-December Summary for MA Board and OSC (11/10-12/1)

Key Activities by VTC's and volunteers:

Upper Cougar Project:

- Daily VTC interface with Singletrack Trails (STT) to monitor progress. Monitor weather and coordinate with STT so that equipment wasn't stuck on site for the winter, once work shut down for the season

2017 Contractor Trail work:

- With the MA Board approval of the 2017 budget, VTCs have contacted 4 potential contractors for the 2017 budgeted contractor trail work. This list includes Singletrack Trails, Arrowhead Trails, Blue Sky Trails and Dufcon LLC. This is a complete list of qualified Trail Builders in the Colorado area. We did not include Tony Boone Trails given their lack of performance in 2016. We have given contractors until Dec. 2nd to indicate an interest in the project. So far, Singletrack Trails and Blue Sky Trails have indicated an interest in the project. We will conduct field visits as needed with interested parties over the winter, as well as request bids for the project for evaluation by VTCs and staff. and ultimately approval by the OSC and Board, with the goal of having a contractor set up to start work as soon as conditions allow in the spring.

Maintenance Projects:

Massey Draw Canyon:

- Review community feedback on the option for adding hand holds / cables in the rock scramble sections. The feedback "against" adding climbing aids was about 2 to 1 the "for" feedback. The plan is to review this community feedback and thoughts about the current report recommendations in the November OSC meeting (which will occur on 11/30 – results will be known by the MA Board meeting). Following the November meeting, the OSC will provide the VTCs unified feedback and a final report will be generated by the VTCs.

Willow Springs Connector Project:

- No activity on this project during the last month

Miscellaneous:

- A large Douglass Fir blew down over the Massey Draw Canyon trail. Staff notified the VTCs & we organized volunteers to cut and remove the obstacle. This process from notification to completion took 2 days.

Contractor Activities:

Upper Cougar Project & Lower Question Mark Projects:

Memorandum

To: KCRMA/KCRMD
From: Chris, Darrell & Melissa
Date: December 6, 2016
Re: 2017 Irrigation Agreement

The 2017 irrigation costs for Ken-Caryl Ranch will be shared as follows:

The first \$100,000 will be paid by the Master Association.

The next \$250,000 will be paid by the Metropolitan District.

Amounts over \$350,000 will be shared 50/50 between the two organizations.

It is understood that the MD Parks staff will program the irrigation system to deliver 5% less irrigation water than they would normally use. This can be accomplished by an across the board reduction in time zones run of 5%. Or by reducing some zones more than 5% while watering others at the historic rates depending upon conditions.

Seth Murphy, KCRMA

Lauri Lehan, KCRMD

Memorandum

To: KCRMA Board of Directors
From: Chris Pacetti
Date: December 6, 2016
Re: 2017 Committee appointments

Architectural Committee – 5

Continuing – Kieran Hardesty, Peggy Coen, Chris Figge, Brian Daigle

Retiring – Ruth Sundberg

New – Wade Cummings

Community Planning Committee – 5-11

Continuing – Mindi Sanders, Tom Hadley, Mike Miro, Kedra Hood,
Valerie Walling

Retiring – Jeremy Jensen

New – Elizabeth Dowdell, Chris Hice

Covenant – an odd # up to 7

Continuing – Janet Raban, Emma Figge, Matt Thompson

New – no applications received

Election – 3-7

Continuing – Dianne Jones, Peggy Coen, Susan Priest

New – no applications received

History – unlimited – see attachment

Open Space – 7

Continuing – Mark Celusniak, Brian Lee, David Schmude

Retiring – Paul Camp, Susan Johnson, Scott Quayle, Mark Wojcik

New – see applications attached

Parks Advisory – unlimited

Continuing – Mike Miro, Steve Pike, Paul Camp

Retiring – no one

New – no applications received

Memo

To: Ken-Caryl Ranch Master Association Board of Directors

CC: Chris Pacetti, Community Manager

From: Sean Warren, Open Space Manager

Date: 12/2/2016

Re: Recommendation to approve preliminary design for improvements to hard surface trails in Brannon Gearhart Park and proceed to final design phase

Staff recommends making improvements, at various locations, to the hard surface trail that traverses Brannon Gearhart Park. The low water crossings at the west and east ends of the trail loop around the pond need to be elevated to improve access for maintenance and emergency vehicles and to improve safety for trail users during the winter season.

A proposed trail re-route of the open space access trail from the Shavano neighborhood and of the Brannon Gearhart trail east of this access will also increase trail user safety by eliminating steep and shaded sections of existing trail that develop dangerous icy conditions in the winter.

A preliminary design was completed by Muller Engineering Company (MEC). An Open House showcasing the details of the project was held on September 27, 2016 and comment was provided by those who attended. The Master Association's standard notification protocol was followed including a direct mailing of the project details to 12 property owners on Wood Sorrel and Buckthorn Drive.

The Open Space Committee reviewed the design and public comments on the project. In response to some concerns about the alignment of the trail some modifications were made that actually resulted in an estimated construction cost savings of \$36,500. The revised construction estimate for completing the project is \$298,404 which includes a 20% contingency. Budgets for Drainage Repair and Asphalt to Concrete Paving Conversion will cover the cost of the project.

Staff will display details of the project for the Board to view at their December 6, 2016 business meeting.

The Committee recommends that the Board approves the preliminary design and direct MEC to complete final design and construction contract documents so that staff can solicit bids from qualified construction contractors.