



Ken-Caryl Ranch Master Association

**BOARD OF DIRECTORS
BUSINESS MEETING AGENDA
RANCH HOUSE
Tuesday January 19, 2016
6:30 PM**

- I. ** - Call to Order – Pledge of Allegiance
- II. Conflict of Interest/meeting introduction
- III. Approval of Minutes – December Business Meeting
- IV. Financial Report – No report - Audit in progress
- V. Member Open Forum (Resident comments on subjects not on the agenda) – 10 minutes maximum total time allowed ***
- VI. Communication/Discussion Items
 - A. Discussion – Annual Trails Management Plan
 - B. Report – Year end Reserve Expense Report
 - C. Discuss – 2016 Goals
 - D. Update – Possible Jefferson County Wildfire Exercise
 - E. Report – Architectural Committee resignation
- VII. Action Items

Motion: “A” A Motion adopting recommendation from the Open Space Committee to expand the mowing into open space allowed to 10’.

Motion: “B” A Motion appointing Mark Celusniak to the Open Space Committee.

Motion: “C” A Motion authorizing an expenditure of \$36,000 from Reserves to be combined with Bond funds to replace the playground in Saddlewood Park. Reserve budget is \$36,000.
- VIII. Committee and Task Force reports by Board representatives
- IX. Manager’s Report
- 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 December 15, 2015

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, December 15, 2015 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

Call to Order

The meeting was called to order at 6:35 p.m., followed by the Pledge of Allegiance.

Attendance

Chris Figge, Dan Mullins, Seth Murphy and Erlinda Stafford.

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

Others in attendance: None

Conflicts of Interest

Seth Murphy 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 November 17, 2015 regular meeting of the Board of Directors. Chris Figge made a motion for approved, seconded by Dan Mullins and approved in a vote of the Board.

Financials

Treasurer Erlinda Stafford advised there had been no Finance Committee meeting this month. Packets were emailed to the Finance Committee, prompting a few questions which were answered. The Committee did not voice any concerns. The Board posed a question about the predicted 2015 surplus and the refund of the drainage deposit. Erlinda Stafford presented a motion to accept the November financials, which was seconded by Chris Figge and unanimously approved by the Board.

Member Comments Not Related to Agenda

There were no residents in attendance.

Communication/Discussion Item

- The results of the neighborhood sign survey have been presented previously. “Bucket 4” met this morning, but the meeting did not produce a recommendation. There was a brief discussion of the challenges associated with this issue.
- The topic of 2016 Board Goals was discussed, with a stated desire to be able to report next year that certain specific goals have been met. A common goal arose for the proactive management of the community, including community improvements, with a vision to the future. The Board expressed a request to maintain and periodically be furnished a meeting calendar which outlines major items with the time frame for them to be reviewed and slated for action.

Action Items

Motion: A Motion appointing the list of 2016 Committee memberships, allowing for a revision to the Open Space Committee, was made by Dan Mullins, seconded by Chris Figge, and unanimously approved. Staff pointed out two additional committee not yet included on the list: Bucket 4 and Firewise. Firewise met for the first time yesterday, and the membership appointments will be presented to the Board when the committee is chartered. Erlinda Stafford reported the need for some updates to the Finance Committee job description, with a general plan to meet quarterly. Chris Pacetti added that staff met with the auditors yesterday, who will meet with the Finance Committee in January and present the draft audit in March. The Board discussed the size of the Open Space Committee, and felt the odd number of seven members would be appropriate

Motion: A Motion to table the establishment of the Bucket 4 Committee as outlined in the draft job description was presented by Seth Murphy and seconded by Dan Mullins. The Bucket 4 group has proposed the name “Parks Advisory Committee”.

Motion: A Motion approving plans to modify the landscape and install a new playground at Heirloom Park, with the addition of a new slide, was made by Dan Mullins, seconded by Chris Figge, and approved unanimously. The Board members reviewed the plans, noting the modification to reduce some mulch beds, and supporting the idea to include the compatible slide from the line of play equipment being purchased.

Motion: A Motion authorizing the expenditure of \$51,000 from Reserves and \$10,300 from the 2016 Bond Project contingency fund for a Made in the Shade slide as part of the total playground project cost at Heirloom Park was presented by Dan Mullins, seconded by Seth Murphy and approved unanimously by the Board.

Motion: A Motion adopting the Community Master Plan was made by Chris Figge, seconded by Erlinda Stafford and unanimously approved. The Plan has been extensively reviewed and discussed prior to this meeting.

Motion: A Motion establishing Tony Boone Trails as a relationship vendor for 2016 was offered by Dan Mullins, seconded by Chris Figge, and approved unanimously in a vote.

Committee and Task Force Reports

The Board reviewed some ongoing topics held in common with the Metro District Board, and decided it would be productive to have both Boards participate in a budget discussion next year prior to the drafting of budgets. There was also discussion about contracted trail work as well as the detailed analysis of trail conditions and needs which had been prepared by Dan Mullins and Jeff Lyslo.

Manager's Report

In addition to the written report included in the packets, Chris advised of a new request for repair or replacement of some concrete mailbox pads. The Board has never accepted any responsibility for these concrete pads, so will not be pursuing the issue.

Attention was called to the year-end statistics involving covenant violations. The Community Standards Administrator's wording oversight in the trash rule was corrected by Dan Mullins, who proposed that a minor rule change should be made to remove a time which is not being enforced. Staff will refer that request to the Achitectural Committee.

An update was given regarding complications related to the prairie dog relocation. Greater progress will be needed in the target months of 2016.

Chris presented a request from a senior citizen for a bench to be placed along Valley Parkway as a rest stop. Board members directed him to advise the Ken-Caryl Ranch Foundation that they are interested in a partnership to fulfill the request.

Staff presented a summary of three write-off requests involving a former advertiser, a previous boarder at the Equestrian Center, and a bankruptcy case. Erlinda Stafford presented a motion to approve the November write-offs, which was seconded by Seth Murphy and approved unanimously.

Executive Session

At 8:45 p.m. the Board entered into an Executive Session to discuss personnel matters.

Adjournment

There being no further items for discussion, the meeting adjourned at 9:00 p.m.

Respectfully submitted,

Rita Saunders, Secretary of the Meeting

Memo

To: Ken-Caryl Ranch Master Association Board of Directors
From: Ken-Caryl Ranch Open Space Committee
CC: Chris Pacetti
Date: 1/14/2016
Re: Recommendation on future management of Ken-Caryl Ranch trail system

As directed by the Board, the Open Space Committee has formed a recommendation on a proposal put forth by Board Member, Dan Mullins, which outlines a plan for managing the construction and maintenance of the Ken-Caryl Ranch trail system by community volunteers. This issue was discussed at the Committee's monthly meeting on January 13, 2016, with all Committee members in attendance and an audience made up of sponsors of the new proposal, trail volunteers, KCR Trail Club members and officers, Board members and other community members.

The actual motion language is provided below. The motion passed with five members in favor and one member opposed;

"Recognizing that there are many operational details yet to be worked out, I move that we recommend the "Mullins" option for approval, limiting it in 2016 to trail construction (already-approved trails) and trail maintenance; and with the modification that staff will have the lead on biology but will work very closely with the Volunteer Coordinators (Mullins and Lyslo) on trail design and alignment."

Furthermore, the Committee felt that it's important that community leaders assess the success of this "program" a year from now and every year thereafter should it continue.

January 19,2016

Members of the Board:

We discussed trail maintenance and construction at the last board meeting, and I have a more complete plan to present to you that I believe provides much more value for the dollars to be expended, and accomplishes much more on the ground.

I'd like to discuss this at our meeting this coming Tuesday.

First a reminder of the dollars allocated:

5907 Contract Trail Maintenance - \$15k

5934 Trail Maintenance (Labor) - \$49k + about \$5k labor burden = \$54k

5926 Contract Trail Builder - \$25k

5935 Trail Construction (Labor) - \$27k + about \$3k labor burden = \$30k

One Time Projects - Trail Maintenance Plan - \$5k

My proposal, as discussed, is to not hire a full time staff member to replace Cory, and instead contract much of the work, and rely on the trail club to do other work, as described further below. I believe that the trail specialist position is of limited use in the off season, and these dollars are better allocated to the season when trails can be maintained.

We should combine the dollars for trail construction for a total of \$55k to allow Tony Boone to most likely complete Upper Cougar in 2016, with volunteers working along side of him.

We should use \$54k plus the \$5k for the trail maintenance plan, and perhaps plus some of the \$15k for contract trail maintenance, (total of \$54k to \$74k) to hire a contractor to for trail maintenance work. These dollars would get us a trail crew of 2 plus tools and equipment for a duration of 4.5 to 6 months.

In order to determine what trail maintenance work could or should be contracted, I needed a starting point from a trail maintenance plan, which we have never had, and Cory never completed. So, I have been working on a trail maintenance plan with the assistance of Jeff Lyslo in order to determine a scope of work for a contractor. The draft Annual Trail Management Plan and trail matrix is attached. The plan identifies current system status, frequent maintenance activities as well as repair and longer term planning. We have included a priority for completion, and indicated which trails are accessible for machine work. It also identifies who would be responsible for those efforts: Contractor, Trail Club, or KCR staff.

I believe there is a real synergy that will be created by contracting trail maintenance and construction activities, thus reducing the continuous heavy labor that the trail club puts into trail construction, and instead re-directing the trail club volunteer efforts to assist with annual maintenance. We have targeted the trail club volunteers to be responsible for vegetation management along trails that staff doesn't mow, and responsible for monthly trail inspection reports. The trail club will have the labor to do this as their trail construction labor will be dramatically reduced when they work along side of Tony Boone.

As staff would not have trail specialist, and doesn't have other staff with the time (or budget) to manage this plan, I propose that myself and Jeff Lyslo serve as volunteer trail coordinators with the following duties:

1. Manage the activities of the trail construction contractor. Serve as the primary point of contact and owners representative for quality control.
2. Manage the activities for the trail maintenance contractor. Serve as the primary point of contact and owners representative of quality control. Convey any short term maintenance work to the contractor as it arises (as a result of #3 below)
3. Manage the activities of the trail club doing trail inspection reports.
4. Manage the activities of the trail club doing vegetation management.
5. Manage activities of the trail club assisting the contractor with trail construction.
6. Manage any and all other trail related issues. This could include managing the 2016 biology study.

The last piece of this is having a contractor to do the trail maintenance work identified. I have discussed this plan with Greg Mazu, President of Singletrack Trails, and he has confirmed that he is interesting in providing this service. He would provide experienced trail workers to perform the work.

In summary, I believe this plan does the following:

1. Completes much more maintenance than could be accomplished using a trail specialist and seasonal crew, for the same dollars.
2. Completes Upper Cougar trail in 2016
3. Involves the trail club in much more maintenance, which has been a goal.
4. Reduces burden on staff to manage this process.

I welcome your feedback.

Thanks,

Dan

2015 RESERVE STATUS REPORT

Year end

| <u>PROJECT</u> | <u>STATUS</u> | <u>ACTUAL</u> | <u>BUDGET</u> |
|--------------------------------------|--------------------------|-----------------|------------------|
| 1. RH flooring | Hold for bond project | | \$15,450 |
| 2. RH Seal coat/stripe lot | Complete 2014 | | \$16,500 |
| 3. RH HVAC - condensers | Hold for bond project | | \$5,200 |
| 4. RH HVAC air handlers | Hold for bond project | | \$3,690 |
| 5. RH wader – pump | Hold for bond project | | \$2,575 |
| 6. RH wader – cover | Hold for bond project | | \$3,090 |
| 7. RH wader – deck | Hold for bond project | | \$3,599 |
| 8. RH wader – plaster | Hold for bond project | | \$6,180 |
| 9. BR parking lot seal crack, stripe | Complete | \$1,800 | \$2,317 |
| 10. EC paint Dakota Lodge | Hold for bond project | | \$5,098 |
| 11. EC paint indoor arena | Completed | \$2,800 | \$5,433 |
| 12. EC paint large barn | Move to 2016 | | \$9,579 |
| 13. EC paint maintenance shop | Hold for bond project | | \$3,914 |
| 14. EC paint metal barn | Plan to replace | | \$2,472 |
| 15. EC Upper tack bldg. roofing | Under contract | | \$3,090 |
| 16. EC Indoor arena footing | Complete | \$15,000 | \$10,000 |
| 17. P/OS GPS 5348 | Hold for need | | \$3,296 |
| 18. P/OS N side of E fencing | Complete | \$34,169 | \$45,000 |
| 19. P/OS Saddlewood playground | Hold for bond project | | \$36,000 |
| 20. P/OS Heirloom playground | Hold for bond project | | \$51,000 |
| 21. P/OS Replace 05 F 150 | Hold for need | | \$32,960 |
| 22. P/OS Asphalt conversion | Part of drainage project | _____ | <u>\$103,000</u> |
| TOTAL | | \$53,769 | \$369,443 |

SPENT/NOT BUDGETED FOR 2015

| <u>PROJECT</u> | <u>SPENT</u> |
|--|----------------|
| Bradford pool cover (old cover tore) | \$4,337 |
| Parks shop condensing unit/evaporator coil | <u>\$5,288</u> |
| TOTAL | \$9,625 |

**KEN-CARYL RANCH
MASTER ASSOCIATION**



OPEN SPACE DEPARTMENT

From: Matt Oven

Date: 8/11/15 (updated memo 11/13/15)

Re: Proposed New Rule Adoption for Landscape Violations

Message

Currently there are two rules within the Ken-Caryl Ranch Open Space & Parks Rules that are being cited for landscape violations when found at properties next to open space, Rule #7 & 11.

The two rules however are incomplete for landscape violations next to private property and were mainly written for the typical violations found along trails or deeper into the open space area. They do not address a few concepts, mainly "excessive mowing" and storing of materials, landscape debris/damage from a project, etc.

Staff presented the proposed rule to the Ken-Caryl Ranch Open Space Committee which voted unanimously at their November 12, 2015 business meeting, on a recommendation that the Board of Directors adopt the new rule.

Text of the proposed new rule is provide below;

Rule #28 –

Mowing/trimming beyond a ten-foot swath parallel to the property boundary line to a height of 6" in the open space is prohibited. Removal of woody vegetation greater than 1" in diameter is prohibited. Dumping or storage of material is prohibited which includes grass clippings, dirt and other landscaping debris. No unauthorized alterations to the open space is allowed which includes landscaping, play equipment, decks, walls, fence, buried invisible pet fences bird feeders/houses or the removal of plant material.

Regarding the mowing portion of this rule, there is an attempt to expand the Ken-Caryl Ranch self –mandated **four-foot to **ten-foot** which coincides with the proposal by the State Forest Service and West Metro Fire for fire suppression around private property/homes.*

Memorandum

To: Members of the Board
From: Chris Pacetti
Date: January 19, 2016
Re: Saddlewood playground

The total budget for the new playground is \$70,000 with two funding sources:
\$36,000 – MA Reserves
\$34,000 – Bond proceeds

I will have images for you at the meeting but this is the playground that we have reviewed in the past and shown at our public meeting.

MANAGER'S REPORT FOR

January 19, 2016

1. Business Center activity – Phase 2 of Garage Town continues. Construction of the new building to house Behavioral Analyst Certification Board on the vacant lot south of Apria has broken ground. Apria noise has been of concern to neighbors. Working with Business Center to address.
2. 93 North Ranch Rd. – The Roberts have signed our agreement and Fritz is ready to start work as soon as conditions allow.
3. Trash/recycling 2016 – signups for trash/recycling totes have begun with delivery of totes scheduled for January. We will begin the composting sign up in the first quarter of 2016.
4. Bench request – I have relayed your willingness to share in the cost and am waiting for a response from the Foundation.
5. MA Ranch House pool reserves – we have identified a total of \$317,701 in costs related to the Ranch House pool ranging from boiler, diving board, pump equipment, decking, fencing, etc.
6. C – 470 Coalition – at the January meeting I learned that:
 - The RFP went out to interested parties 11/30/15 – responses due 3/30/16
 - The noise studies are complete
 - Total cost of the project projected to be \$300,000,000
 - June/July expected ground breaking
7. Prairie Dog relocation update – Staff/volunteers focused on moving prairie dogs from the NE section of the colony and approximately 50 prairie dogs have been moved.