

## MINUTES OF THE MONTHLY BUSINESS MEETING

OF THE BOARD OF DIRECTORS OF THE

KEN-CARYL RANCH MASTER ASSOCIATION

HELD May 16, 2017

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, May 16, 2017 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

### Call to Order

The meeting was called to order at 6:34 p.m. by President Seth Murphy.

### Attendance

Board: Chris Figge, Dan Mullins, Angela York, Seth Murphy.

Staff members in attendance: Chris Pacetti, Sean Warren and Victoria DeSair.

Others in attendance: Tom Thompson, Jim Lawrence, Allen Gallamore, Dan Hatlestad, Melinda and Scott Brubaker, John Fosholt, John Brant

### 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.

### Agenda Change

Chris Figge made a motion to change e-bikes from a discussion item to an action item.

Seconded by Dan Mullins

Motion was approved unanimously.

### Approval of Minutes

There were no amendments to the minutes of the April 18, 2017 regular meeting of the Board of Directors.

Motion to approve the minutes made by Chris Figge

Seconded by Dan Mullins

Motion was approved unanimously.

### Financials

April financials were emailed to the Board prior to the meeting. The April check register was emailed to the Board for their review prior to the meeting. Seth Murphy asked why revenue is under budget year to date. Chris Pacetti explained that cable TV revenue comes in one check for

the whole year, and we haven't yet received it. Advertising revenue is also down but is expected to pick up in the summer.

Motion to accept the financials made by Dan Mullins

Seconded by Chris Figge

Motion was approved unanimously.

#### Member Comments Not Related to Agenda

- N/A

#### Communication/Discussion Items

- Allen Gallamore, Colorado State Forest Service, gave a report on Ken-Caryl Ranch's plan for addressing forestry and wildfire management. He said Ken-Caryl Ranch is ahead of schedule. The Firewise Committee was recognized by the State Forest Service, and Allen presented the committee members with an award.
- Dan Hatlestad from the Firewise Committee presented information about the committee's work in the community. He discussed Ken-Caryl Ranch's risk for wildfire and asked for the Board's continued financial support for Firewise education and wildfire reduction efforts.
- West Metro has offered a fire danger sign at the entrance to the Valley. There is concern about the appearance of the sign. The Board discussed the pros and cons of having a fire danger sign and would like to pursue options. The Board wants Chris Pacetti to talk to Precision Sign Company, which is designing the new marquee sign in the Valley, about fire danger sign options: Fire Danger High/Extreme, Fire Ban in Effect, Fire Restrictions. They want the signs to be in different colors.
- John Brant, Trail Club president, presented the Annual Trail Club report. The report was included in the Board Packet. The Trail Club is seeing an increase in demand from Willow Springs for KCR trail use tags and vice versa, so the Trail Club may request the Master Association Board increase the number of available tags. They would also like to consider continued evaluation of the donation-in-lieu-of-volunteer-hours program. This will be discussed again towards the end of the trail season. John showed the Board a flyer for the Open Space kiosks and asked for approval to use the KC logo. The Board approved use of the logo.
- Staff notified the Board about the Kiln Trail re-route plans.
- Open Space Manager Sean Warren presented design options for the Brannon-Gearhart Trail crossing improvement project. The Board did not see any reason to spend extra money just for a more attractive pipe.
- The Board discussed the possibility of issuing an open space trail bracelet in exchange for professional services. There is a possible opportunity to exchange a trail bracelet for the services of a wetlands delineator expert. This brought up a discussion on what our wetlands policy is, and there is currently not a policy. Staff will research the wetlands policy of other open space departments. The discussion was tabled until more research is done.
- Staff gave an overview of the 2016 Reserve Study. The Master Association is currently 89% funded for reserves. The Board asked why we are funded at a higher percentage now

compared to 2013. Chris Pacetti will research the reserve figures and report back to the Board at the June meeting.

- The Board intends to pass a motion to allow e-bikes as a mobility device in the private open space pending final language of the policy.
- Chris Pacetti updated the Board on the Deer Creek Golf Course rezoning. The Planning Commission hearing was continued to June 14. The Office Park Association has hired an attorney for legal advice on allowing residential homes. The attorney recommended that they schedule a vote to see if the members support this action.

### Action Items

**Motion:** A Motion authorizing staff to allow the use of class 1 pedal-assist e-bikes as Other Power-Driven Mobility Devices on Ken-Caryl Ranch private open space and directing staff to write an amendment to the Open Space Rules to be approved at the next Board meeting.

Motion made by Angela York

Seconded by Chris Figge

Following discussion, the motion was approved unanimously.

**Motion:** A Motion adopting the amended Policy Regarding the Adoption and Amendment of Policies.

Motion made by Seth Murphy

Seconded by Chris Figge

Following discussion, the motion was approved unanimously.

**Motion:** A Motion authorizing an expenditure of \$7,000 to complete Cougar trail construction. Funding source 2017 contingency – balance available \$40,000.

Motion made by Chris Figge

Seconded by Angela York

Following discussion, the motion was approved unanimously.

**Motion:** A Motion authorizing \$78,000 for replacement footing at the three riding arenas at the Equestrian Center. Funding source Reserve fund.

Motion made by Chris Figge

Seconded by Dan Mullins

Following discussion, the motion was approved unanimously.

### Committee and Task Force Reports

- Parks Advisory Committee met May 15 and will meet again in the fall after the Parks Department busy work season.
- The Community Planning Committee is working on the resident survey and will have a draft for board review in July.
- A June 8 open house is scheduled for the East Plum Thicket Manzanita Social Trail Conversion Plan.

Manager's Report

- A written copy of the report was included in the Board Packet.
- Chris Pacetti reported that Annette Chavez retired, and her replacement, Elizabeth Modisette, is now full time.
- Chris Pacetti provided an update on security services in the North Ranch and Brannon-Gearhart Park. The Board wants to proceed with the planned security patrols for the summer but only having one patrol car instead of two. Later this summer, the Board will discuss possibly extending patrols past Labor Day.

Adjournment

There being no further items for discussion, the meeting adjourned at 9:53 p.m.

Respectfully submitted,

Victoria DeSair, Secretary of the Meeting