

## MINUTES OF THE MONTHLY BUSINESS MEETING

OF THE BOARD OF DIRECTORS OF THE

KEN-CARYL RANCH MASTER ASSOCIATION

HELD Sept. 19, 2017

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, Sept. 19, 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, Erlinda Stafford, Seth Murphy, Angela York

Staff: Chris Pacetti, Sean Warren, Victoria DeSair

Others: Michael Ramseier, Rory Devin, Sandra Devin, Sean Devin, Barry Wiebe, Jim Mahon, Dennie McGarry, Jim Poggemeyer, Brian Firestone, Jake Cummins, Colin Crotty, John Brant, Josh Holmberg, Chris Bolling, Joel Brouhle, Wade Gasperson, Gina Quirk, Robert Brunnell, Tom Bratschun, Gary Salter, Mark Celusniak, Cary Smith, Andrew Lydens, Philip Varley, Doug Smith, Brian Lee

### 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 Aug. 15, 2017 regular meeting of the Board.

Motion to approve the minutes made by Erlinda Stafford

Seconded by Dan Mullins

Motion was approved unanimously

### Financials

The August financials were included in the Board Packet. Seth Murphy asked why there was not a Reserve Fund contribution in August. Chris Pacetti said there was not a check cut in August, but two payments will be deposited into the Reserve Fund in September.

Motion to accept financial report by Erlinda Stafford

Seconded by Angela York

Motion was approved unanimously

Chris Pacetti presented the Board with a write-off request of \$426.93 for a residential property.  
Motion to accept write-off made by Chris Figge  
Seconded by Erlinda Stafford  
Motion was approved unanimously

Member Comments Not Related to Agenda

- N/A

Communication/Discussion Items

- Chris Figge made a motion to move Discussion Item C (Docmann Trail) to the first discussion item. Dan Mullins seconded the motion, and it was approved unanimously.
- Docmann Trail Discussion: Dan Mullins gave an overview of the Docmann Trail development and approval process. The Board discussed the proposed alignment. Erlinda Stafford expressed her appreciation to the Open Space Committee for their discussion about her trespassing concerns in the Docmann Trail area.
  - Residents Jim Poggemeyer, Chris Bolling, John Brant, Mike Ramseier, Rory Devin, and Sandra Devin individually addressed the Board and expressed their support of Docmann Trail.
  - Board Discussion: Chris Figge stated his concerns about the proposed Docmann Trail alignment in regard to Quaking Aspen/Beaked Hazelnut Forest and Ovenbirds. Open Space Manager Sean Warren said Ovenbirds are found throughout the Ken-Caryl Ranch Open Space and not just in the Docmann area. Chris Figge also expressed concerns about the amount of money that has been spent on trails in the last few years. The Board discussed noxious weeds where new trails are built. Sean Warren said the Ranger staff proactively treats the trail corridors for noxious weeds. Erlinda Stafford brought up the concern about dogs on Docmann Trail. At a future meeting, she wants to discuss dogs on trails. Chris Figge discussed raptor activity in the Docmann Trail area and his concerns about dogs in the area. Sean Warren discussed studies about dog impact on trails, as well as the difficulty of patrolling for dogs. Jeff Lyslo discussed the amount of money spent on trail maintenance. Seth Murphy would like more information about Ovenbirds and Quaking Aspen/Beaked Hazelnut Forest and their conservation status ranking. Sean Warren will send that information to Seth Murphy, and he also recommended that Seth look at previous biological surveys on the community website. Seth Murphy would like the Volunteer Trail Coordinators to email him the maintenance costs of the trails. The Board discussed trail patrols and potential costs for new trails. Seth Murphy wants to see the cost of constructing the trail before he approves the trail. At the next meeting, Seth Murphy and Chris Figge would like to see Resident Survey results about trails and open space. Seth Murphy also wants a nest clearance survey before construction occurs if during nesting season.
- Avout Racing Team Use of Open Space and Insurance Requirement: Barry Wiebe discussed adding the Master Association as an additional insured on the policy. He would like to wait until January to add the Master Association as an additional insured on the policy. Barry said the team will not be using the open space for the remainder of this year. They are currently practicing in the field next to Bradford K-8 North, which is not

Master Association property. The Board agreed to wait until January for the insurance information.

- 2018 Budget: Chris Pacetti asked if the irrigation water should be moved off the one-time project list and into the operations budget. The Board discussed the pros and cons of this change. Seth Murphy suggested staff and both Boards review the Reorganization Agreement to see if there is another item the Master Association should or could take over from the Metropolitan District. Chris Pacetti discussed security camera options for Bradford Park. The Board supports trying a camera. Gina Quirk confirmed the North Ranch Board will pay for half the cost of the camera. For the next meeting, Seth Murphy would like to see the unfunded items from last year's budget sheet. Chris Pacetti will get a cost for replacing the Ranch House front doors. The Board discussed having an easement review to create a database and map of all easements. A draft budget will be presented at the Oct. 10 Board meeting. The Board discussed the possibility of raising dues in 2018 and adding money in the budget to supplement construction costs of the new Ranch House Pool.
- 2018 Insurance Renewal: Insurance policies renew on Oct. 1. The insurance broker will present costs to the Board at the Oct. 10 meeting. Chris Figge asked staff to confirm that the Director and Officer insurance deductible be covered by the Master Association. Chris Pacetti will check Master Association documents to see if this is addressed. Dan Mullins asked if insurance policy terms can be for longer than one year.

#### Action Items

**Motion:** A motion ratifying the decision to use AGE as our contractor for the Brannon Gearhart Trail/Drainage Project.

Motion made by Chris Figge

Seconded by Dan Mullins

Discussion: Sean Warren said staff obtained the 404 permit for the project. Jefferson County had minor edits to the plans. Project is estimated to start in late-October or early-November.

Following discussion, the motion was approved unanimously.

**Motion:** A motion authorizing an expenditure of \$9,823 to upgrade the electrical service in the Bradford Pool building. Funding source 2017 contingency, total available \$22,255.

Motion made by Erlinda Stafford

Seconded by Chris Figge

Following discussion, the motion was approved unanimously.

**Motion:** A motion authorizing an expenditure of \$18,179 to replace and relocate the Ranch House boiler from the pool pump room to the basement of the Ranch House. Funding source Reserves \$13,000 and Special Project Fund undesignated line item, total available \$32,733.

Motion made by Dan Mullins

Seconded by Erlinda Stafford

Following discussion, the motion was approved unanimously.

### Committee and Task Force Reports

- Community Planning Committee: Victoria DeSair reported on the Resident Survey. As of Sept. 19, there is a 30% response rate.
- Open Space Management Plan Task Force: Victoria DeSair reported that no comments have been received about the Management Plan draft.

### Manager's Report

- Chris Pacetti reported that Embrey sold the Escape at Ken-Caryl Apartments to Bell Partners.
- Meeting Schedule: Move the Nov. 21 meeting to Nov. 14. Move the Dec. 19 meeting to Dec. 12.
- BrewHa is Sept. 23, weather permitting.

### Executive Session

At 9:16 p.m. the Board entered into Executive Session to discuss a personnel matter.

### Adjournment

No action was taken following the Executive Session, and there being no further items for discussion, the meeting adjourned at 9:29 p.m.

Respectfully submitted,

Victoria DeSair, Secretary of the Meeting