

MINUTES OF THE MONTHLY BUSINESS

MEETING OF THE BOARD OF DIRECTORS

OF

KEN-CARYL RANCH MASTER ASSOCIATION

HELD July 19, 2016

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, July 19, 2016 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

Call to Order

The meeting was called to order at 6:33 p.m. by President Seth Murphy.

Attendance

Chris Figge, Seth Murphy and Erlinda Stafford.

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

Others in attendance: Cathy Packard, Jeff Lyslo and John Fosholt.

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 June 21, 2016 regular meeting of the Board of Directors. Erlinda Stafford made a motion for approval, seconded by Seth Murphy and passed by the Board. Chris Figge abstained due to his absence from the June meeting.

Financials

There was no Finance Committee meeting this month, but packets were sent out to the Committee members. Chris noted that the Open Space budget was \$88,000 under plan because there have not yet been billings from Timberline or Tony Boone Trails. There were some clarifications about the bond contingency fund and some one-time projects. Erlinda Stafford made a motion to accept the June financials, which was seconded by Chris Figge and approved unanimously.

### Hearing

Chris had sent information to the Board regarding the mandatory hearing scheduled for an unauthorized fire in the Open Space. The Board noted the appropriate demeanor of the young resident and the letter written by the homeowner. Seth Murphy made a motion to impose a \$50.00 fine or as an alternative to accept five hours of volunteer work as restitution. Erlinda Stafford seconded the motion, which passed unanimously.

### Member Comments Not Related to Agenda

Cathy Packard requested and received information regarding the timeline for Heirloom Park completion and the Community Center landscaping. She asked about the tree removal/replacement budget and reported a dog waste collection container had been removed.

### Communication/Discussion Item

- Jeff Lyslo presented an update on behalf of the Volunteer Trail Coordinators, focusing on the rock obstacle which could not be broken by the contractor's equipment. The Board felt strongly it would be best to have the contractor move his equipment and work up from the bottom, leaving the problem segment to be built by hand. The coordinators will continue to keep the Board informed.
- Chris listed the neighborhoods to which letters have already been sent regarding the neighborhood signs and those which plan to circulate petitions. To keep the project moving forward, Erlinda Stafford made a motion to change the response time in the Neighborhood Sign procedure to 60 days. Chris Figge seconded the motion, which passed unanimously.
- The Procurement Guidelines were discussed along with some inherent challenges of the current limits. A motion was made by Seth Murphy to raise level A from \$1,500 to \$5,000, to make the level B standard apply to purchases between \$5,000 and \$10,000, and to increase the level to over \$10,000 for items which will need to meet the level C requirements. The motion also directed to have the General Comments include the notation that checks registers are included in the monthly Finance Committee packets. Erlinda Stafford seconded the motion, which was approved unanimously.
- There were a couple of questions on categories reflected in the Quarterly Reserve expense report. It was noted that the initial "yellow sheet" for budget planning will be presented in August.
- The estimated costs of proposed drainage improvements in Brannon Gearhart Park were presented by Sean Warren and discussed in detail by the Board. Funding sources and community notifications were outlined, and the Board requested a drawing of the proposed changes. No asphalt conversion will take place on the trail being reviewed until a final decision is made about the best course of action to improve that section.

- The Board had recently passed the revised Open Space Rules, but undertook a discussion of the use of E-bikes on the trails. They will discuss a proposed rules change at the August meeting which would allow E-bikes in the Open Space.
- The preliminary 2017 budget was requested to be presented separately in the August Board packet.

### **Action Items**

**Motion:** Amendments had been made after the last meeting to the Communications Protocol. Erlinda Stafford offered a motion to adopt the Protocol as amended in June, with Chris Figge providing the second. The motion was approved unanimously in a vote of the Board.

### **Committee and Task Force Reports**

There were no reports from committees other than minutes included in the monthly packet.

### **Manager's Report**

There was a brief discussion of the leaning fences along Valley Parkway, and after several comments about perimeter fencing Chris Figge requested to have \$100,000 put on the “yellow sheet” in preparation for budget discussion. In addition to the items contained in the written Manager’s Report, Chris advised that research undertaken in hopes of finding out more specifics about the Sunset Ridge greenbelt plat revealed that the parcel is still unplatted. So while it is contained in the ODP, it is not part of a subdivision.

### **Executive Session**

There were no topics requiring an Executive Session.

### **Adjournment**

There being no further items for discussion, the meeting adjourned at 9:15 p.m.

Respectfully submitted,

Rita Saunders, Secretary of the Meeting