

MINUTES OF THE MONTHLY BUSINESS

MEETING OF THE BOARD OF DIRECTORS

OF

KEN-CARYL RANCH MASTER ASSOCIATION

HELD March 15, 2016

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

Call to Order

The meeting was called to order at 6:48 p.m. by President Seth Murphy.

Attendance

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

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

Others in attendance: Residents Jeff Riek, Jim Lawrence, Tom Thompson, Janet Raban and auditor James Moore. Deb Jones from Prairie Dog Action arrived later in the meeting.

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 February 9, 2016 regular meeting of the Board of Directors. Erlinda Stafford made a motion for approval, seconded by Andrew Roberts and approved unanimously.

Financials

Auditor James Moore presented the 2015 audit information. He referenced a few minor corrections needed in the draft version involving semantics or clarifications. He noted he will also be preparing the tax returns prior to the May 15, 2016 deadline. He answered a question about the replacement schedule and another on the process improvement regarding suspense accounts. He supported having a periodic third-party reserve study, particularly one that is being timed after the completion of the bond projects.

Dan Mullins proposed a motion to accept the allocation of the special project list, with a second by Erlinda Stafford and unanimous approval by the Board.

Erlinda Stafford moved to accept the 2015 audit with noted corrections, and Dan Mullins provided the second. The Board voted unanimously in favor of the motion.

After noting a printing omission related to the Mastodon Trail guardrail in the one-time project category, Erlinda Stafford made a motion to accept the February financials. Seth Murphy provided the second, and the Board approved it unanimously.

Member Comments Not Related to Agenda

Jeff Riek, President of the Manor Ridge Association, addressed the Board concerning the increase in foot traffic in the Open Space adjacent to properties which has led to some trespassing incidents. He provided some examples and proposed the posting of some low-profile signage to clarify boundaries for hikers. He advised that access codes will be changed at the beginning of April to hamper unauthorized cars entering and parking in order to access the trails through private property. He requested to have the Master Association provide the signage or share in the cost.

Later in the meeting, the Board directed staff to write a letter denying the request for assistance with signage, and reminding residents that any signs must be placed on their own property.

Communication/Discussion Item

- Firewise Board members Tom Thomson and Jim Lawrence presented background information about the program. They presented a plaque and sign to display our community's Firewise status as well as books to display at the Ranch House and Community Center.

In the last several months, the Firewise Board has developed a communication plan to include articles in Life at Ken-Caryl as well as participation in the Spring Fling on April 23 and the recycling event on May 7. These activities, along with extensive cooperative efforts, will lead up to the wildfire evacuation exercise planned for the Ken-Caryl Valley on May 21, 2016. The schedule of events for that morning were outlined, and the Board of Directors was asked for its continued support and promotion of the program.

- Sean Warren began the prairie dog discussion with the staff recommendation to continue with the relocation plan. Deb Jones from Prairie Dog Action provided updated information about the progress to date, suspended trapping until July when the pups are weaned, and the staff's time frame for preparing the release sites.
- Chris Pacetti introduced the delinquency report and highlighted some comparisons to familiarize the Board with the statistics.
- The plan to pave the southern end of Stallion Pointe Trail in 2016 was discussed along with the challenges of the existing procurement guidelines in certain situations. The

guidelines will be emailed to the Board members for review, and then placed as an action item on next month's agenda.

Action Items

Motion: A Motion approving the Open Space Resident Use Policy as recommended by the Open Space Committee was made by Dan Mullins, seconded by Erlinda Stafford and approved unanimously. The purpose of the new policy is to streamline the process and subsequently encourage compliance. A recent incident was outlined to illustrate the challenges.

Motion: A Motion adopting the Trail Use Guidelines as recommended by the OSC was presented by Erlinda Stafford, seconded by Andrew Roberts and unanimously approved. The draft guidelines received only two public comments, so no changes were incorporated into the final guidelines.

Motion: A Motion establishing the Comprehensive Open Space Management Plan Task Force and approving the job description was made by Erlinda Stafford, seconded by Chris Figge and approved by the Board. Dan Mullins will serve as the Board liaison and Victoria DeSair will assist with updating the Comprehensive Management Plan.

Motion: A Motion approving Dakota Lodge playground funding from Reserves in the amount of \$51,000 was presented by Dan Mullins, seconded by Erlinda Stafford and approved unanimously. Chris explained that no Great Outdoors Colorado grant money had been awarded, and additional money may be requested to allow for completion of the project.

Motion: A Motion approving an expenditure of an additional \$2,000 for the new slide in Heirloom Park was offered by Dan Mullins, seconded by Seth Murphy and approved by the Board. The funding source is the 2016 Bond contingency fund, leaving a balance of \$37,700.

Motion: A Motion approving additional funding to install the Mastodon Trail guardrail was made by Erlinda Stafford. Dan Mullins seconded the motion, which was approved unanimously. The funding source is the 2016 contingency fund, currently with a balance of \$50,000. It is necessary to increase the total length of the rail by 100 feet over the original estimate.

Motion: A Motion approving ERO Resources Corporation as the provider for biology surveys along with historic and archaeological surveys along the Docmann Loop Trail corridor at a cost of \$9,500 was presented by Dan Mullins and seconded by Erlinda Stafford. The Board voted 4-1 to approve the selection, with Chris Figge voting in opposition. The Board discussed the qualifications of several vendors and the advantages of each.

Motion: A Motion adopting the Neighborhood signs procedure presented by the Parks Advisory Committee was presented by Chris Figge, seconded by Seth Murphy and unanimously approved.

Motion: A Motion authorizing staff to enter into a contract with Tony Boone Trails to construct 2016 trails was made by Dan Mullins, seconded by Erlinda Stafford and approved by the Board.

The total maximum cost is \$70,000 (\$62,000 from MA operations and \$8,000 from Trail Club funds). The daily rate and time frame parameters have been established for Upper Cougar work.

Motion: A Motion authorizing staff to proceed with engineering for improvements to the Brannon Gearhart Trail was presented by Dan Mullins, seconded by Erlinda Stafford and approved unanimously. The funding sources are \$38,353.00 from Drainage Repair and \$8,552.00 from Asphalt to Concrete conversion. Staff explained the importance of the engineering in order to obtain necessary permitting within a designated flood plain.

Motion: A Motion authorizing the Executive Director to sign a letter supporting the MD application for a liquor license for the *Barn Brew-Ha* event at the Equestrian Center/Dakota Lodge on September 24th was made by Seth Murphy, seconded by Erlinda Stafford and approved unanimously.

Committee and Task Force Reports

No additional committee reports were given to supplement the minutes included in the packets.

Manager's Report

In addition to the written report included in the packets, Chris provided a reminder that the idea of a budget summit with the Metro District had been presented but not yet scheduled. There will be follow-up with the District to obtain information to review prior to a joint meeting.

The April Board meeting date may need to be changed due to calendar conflicts of two Board members. Directors were asked to keep both April 12 and 19 open on their calendars.

Chris presented information from the electronics recycling company pertaining to associated costs for this year's event on May 7 due to the decline in this market. He advised that trash collection will be provided without cost by Waste Connections, which had previously involved a charge to the Association. Another change is for collection of paint to be available without a fee. The Board agreed to cover the new cost related to the electronics service.

Executive Session

At 10:45 p.m. the Board entered into an Executive Session to discuss a legal matter.

Meeting Reconvened

At 10:49 the business meeting was reconvened. Erlinda Stafford made a motion to initiate foreclosure proceedings on the property at 11356 San Joaquin Ridge. Andrew Roberts seconded the motion, which passed unanimously.

Adjournment

There being no further items for discussion, the meeting adjourned at 10:50 p.m.

Respectfully submitted,

Rita Saunders, Secretary of the Meeting