

Minutes of the Monthly Business Meeting  
of the Board of Directors of the Ken-Caryl Ranch Master Association  
HELD Feb. 20, 2018

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, Feb. 20, 2018 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**

Board: Dan Mullins, Erlinda Stafford, Seth Murphy, Angela York, Chris Figge  
Staff: Chris Pacetti, Victoria DeSair, Sean Warren

**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 Jan. 16, 2018 regular meeting of the Board.

**Motion:** Motion to approve the minutes made by Erlinda Stafford

Seconded by Angela York

Motion was approved by Dan Mullins, Erlinda Stafford, Seth Murphy, and Angela York; Chris Figge abstained

**Financials**

There were no January financials available due to staff transition. Chris Pacetti reported that the audit should be in April.

**Member Comments Not Related to Agenda**

- John Fosholt: Discussed Golden Eagles in Highlands Ranch.
- Steve Saul, Jim Fodor, Tom Krowl, Sally Barry, Rilla Reinsma, Douglas Graham, and Linda Metzger expressed their concerns about Docmann Trail.
- Paul Camp, Scott Giles, and Michael Garner expressed their support for Docmann Trail.

**Communication/Discussion Items**

- Historical Society Chairman Jim Antes gave an overview of the group's work. A report was included in the Board Packet.
- CR Brinton from the Manor House presented information regarding the operation of the proposed gate at the Manor House to deter people who shouldn't be there after hours.

The gate has been approved by the Architectural Committee. Unless there is a private event scheduled at the Manor House, access will be available from approximately one half hour before sunrise to 10 p.m. daily, and Master Association staff will have 24-hour access. The Board agreed in concept to the plan and will vote on a formal agreement at the March 20 meeting.

- The Board discussed Docmann Trail and gave an overview of the trail approval process. The Board is not in favor of revoking its decision about the trail.
- The Board discussed a draft agreement between the Master Association and the Metropolitan District regarding shared expenses for replacing the Ranch House Pool. The Board supports the draft, and the next step is for the attorneys for both organizations to review the draft agreement.
- The Board reviewed a draft of the Ongoing Internal Relationships and Responsibilities Cooperative Agreement that addresses ongoing internal relationships, responsibilities, and procedures between the Master Association and Metropolitan District. The Board tabled the discussion about water usage until new Board members are elected.
- A boarder at the Willow Springs Equestrian Center requested removing a section of fence that divides our open space and a parcel of Willow Springs Filing 4 Property Owners Association land. Sean Warren will check with Filing 4 regarding the reciprocal use and if they would support a multi-use access point.
- Chris Pacetti asked the Board for direction on the wall/fence project on Valley Parkway in the Colony neighborhood. The Board suggested reducing the scope of the wall and reaching out to the adjacent homeowners about the project.
- The Board discussed Greenbelt W that runs from Chatfield Ave. to Community Park. Chris Pacetti will set up a meeting in May with the neighboring property owners to discuss the greenbelt.
- Chris Pacetti and Julie Imbler discussed the concrete pads under the cluster mailboxes throughout the community. According to the Post Office, the Master Association is responsible for the maintenance and eventual replacement of the concrete pads. The Board wants confirmation that the concrete pads are the Master Association's responsibility, and then funding will be discussed at a future meeting.

### Action Items

**Motion:** A Motion adopting the amended Letters to the Editor Policy.

Motion made by Chris Figge

Seconded by Dan Mullins

Motion approved unanimously

**Motion:** A Motion adopting the Supplement to Access to Association Records Policy.

Discussion: A resident requested access to the signed petitions that were presented to the Board in January. The Association's Records Policy didn't address this issue, so the Master Association's attorney recommended a supplement to the policy to address petitions. The Board recommended petitions be made available upon request without redacting names.

Motion made by Erlinda Stafford  
Seconded by Seth Murphy  
Motion approved unanimously

**Motion:** A Motion directing staff to vote Yes on the Amended and Restated Declaration of Covenants, Conditions of the Ken-Caryl Office Park Association.

Discussion: The proposed changes allow for residential uses in the Office Park. The Board discussed the changes and recommended staff vote in favor of the amended declarations.

Motion made by Chris Figge  
Seconded by Erlinda Stafford  
Motion approved unanimously

**Motion:** A Motion authorizing staff to enter into a contract with Singletrack Trails to provide trail construction services for the Docmann Loop Trail.

Discussion: The Board discussed the three bids that were submitted in response to the RFP. Dan Mullins said there are concerns with the low-bidder on the project, which were outlined in a memorandum in the Board Packet.

Motion to table the motion until a special meeting March 6 after the Joint Study Session made by Chris Figge.

Seconded by Seth Murphy

Resident comments from JJ Hamilton, Matt Thomson, Bruce Tugman, and Dave Seagraves regarding the election and issues surrounding the election.

Motion failed. Seth Murphy and Chris Figge in favor. Opposed by Dan Mullins, Erlinda Stafford, and Angela York.

**Amended Motion** to enter into a contract with Singletrack Trails to provide trail construction services for the Docmann Loop Trail with a 60-day revocable clause in the contract.

Motion made by Seth Murphy  
Seconded by Erlinda Stafford  
Motion approved unanimously

**Motion:** A Motion authorizing staff to enter into the three-year contract with Weed Wranglers to provide weed control services.

Motion made by Erlinda Stafford  
Seconded by Seth Murphy  
Motion approved unanimously

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

- Erlinda Stafford reported that the Equestrian Center Task Force had its first meeting and discussed policies and procedures for the Equestrian Center.
- Chris Figge reported that the Parks Advisory Committee is on hiatus.
- Chris Pacetti reported on the Community Planning Committee's progress with the resident survey results.

- Seth Murphy, Erlinda Stafford, and Victoria DeSair reported they met with staff from the Jefferson County Open Space and discussed communications in the community.

### **Manager's Report**

- Chris Pacetti asked for direction from the Board about how to respond to Mr. Knorr about his Docmann letter. They recommended responding with the Board's decision.
- Chris Pacetti brought up a business in the Office Park that has been paying for 4 acres of assessments since 1999, but they should have been paying for 3 acres. The Board wants a legal opinion on the matter.

**Motion:** A motion to initiate foreclosure on Account #35846 for outstanding liens.

Motion made by Seth Murphy

Second by Erlinda Stafford

Motion approved unanimously

Chris Pacetti thanked Dan Mullins and Angela York for their service on the Board.

### **Adjournment**

There being no further items for discussion, the meeting adjourned at 10:14 p.m.

Respectfully submitted,

Victoria DeSair

Secretary of the Meeting