

Minutes of the Monthly Business Meeting  
of the Board of Directors of the Ken-Caryl Ranch Master Association  
HELD November 12, 2019

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, November 12, 2019 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

**Call to Order**

The meeting was called to order at 6:05 p.m. by President Chris Figge.

**Attendance**

Board: Chris Figge, Andy Lydens, Scotty Martin, Dave Seagraves, Erlinda Stafford  
Staff: Chris Pacetti, Victoria DeSair, Sean Warren

**Conflicts of Interest**

Chris Figge requested any Board member who may have a potential conflict of interest disclose said conflict prior to any discussion at the meeting. No 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 October 22, 2019 regular meeting minutes of the Board.

**Motion:** Motion to approve the minutes made by Dave Seagraves

Seconded by Scotty Martin

Motion approved unanimously

**Financials**

October financials were included in the board packet.

**Motion:** Motion to accept the financials made by Chris Figge

Seconded by Andy Lydens

Motion approved unanimously

**Member Comments Not Related to Agenda**

- Resident John Fosholt addressed the Board about the Valley Parkway Crossing Project. He commented that new crossing signs added by the County have helped with safety at the crossing. The Board directed staff to proceed with engineering for the crossing project.

**Communication/Discussion Items**

- 2020 Trails Report: The report shows the Open Space Committee's budget and trail work requests. This report is a requirement of the Trails Implementation Process. Board Member Andy Lydens requested a new format be used for the document in the future.

## Action Items

**Motion:** A Motion removing Chris Pacetti as Vice-President and appointing Victoria DeSair as Vice-President and Kristen Peterka as Assistant Secretary.

Motion made by Dave Seagraves

Seconded by Erlinda Stafford

Motion approved unanimously

**Motion:** A Motion adopting Resolution 19-03 removing Chris Pacetti and adding Vice-President Victoria DeSair to all Master Association bank accounts as an authorized signer.

Motion made by Scotty Martin

Seconded by Andy Lydens

Motion approved unanimously

**Motion:** A Motion adopting the amended Joint Study Session Meeting Guidelines with a modification to remove the word "excessive."

Motion made by Erlinda Stafford

Seconded by Scotty Martin

Motion approved unanimously

**Motion:** A Motion adopting the updated Volunteer Trail Coordinator Program Description. Discussion: Resident Ruth Sundberg expressed concerns about time limits for the terms of the Volunteer Trail Coordinators. Resident Gary Salter addressed Ruth Sundberg's concerns about time limits by saying feedback should be addressed to the Open Space Committee. Resident Rilla Reinsma requested an annual review of the program description document. Resident Jim Fodor expressed concerns about the role and reporting hierarchy of the Volunteer Trail Coordinators. Board Member Scotty Martin suggested a re-appointment process be added to the document.

Motion made by Erlinda Stafford

Seconded by Andy Lydens

Motion approved unanimously

**Motion:** A Motion adopting the 2020 Budget with a \$3/month dues increase.

Discussion: Scotty Martin wanted a \$2/month increase, and Andy Lydens wanted a \$4/month increase. Resident Ruth Sundberg expressed concerns about rate increases at the Equestrian Center. Resident Anne Cinch expressed concerns with the \$3/month dues increase.

Motion made by Erlinda Stafford

Seconded by Chris Figge

Motion approved unanimously

## Committee and Task Force Reports

- N/A

### **Manager's Report**

- Victoria DeSair reported on the following:
  - A Community Open House in honor of Chris Pacetti will be held on December 5 from 4-6 p.m. at the Ranch House.
  - The new Communications Associate, Allison Hefner, will start with the Master Association on December 2.
  - An update of the Employee Handbook is in progress, and staff will present it to the Board in January.
  - The Board was reminded there is not a Joint Study Session in December.
  - The Board was reminded that all Master Association business emails are now being sent to the Board members' official Ken-Caryl Ranch email addresses.
- Chris Pacetti reported on the transition process between himself and Victoria DeSair in the Executive Director role.

### **Executive Session**

At 7:20 p.m. the Board entered 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 8 p.m.

Respectfully submitted,

Victoria DeSair  
Secretary of the Meeting