

Minutes of the Monthly Business Meeting
of the Board of Directors of the Ken-Caryl Ranch Master Association
HELD January 21, 2020

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, January 21, 2020 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

Call to Order

The meeting was called to order at 6:02 p.m. by Chris Figge.

Attendance

Board: Chris Figge, Andy Lydens, Scotty Martin, Dave Seagraves, Erlinda Stafford
Staff: Victoria DeSair, Kristen Peterka, Sean Warren, Allison Hefner

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 December 17, 2019 regular meeting minutes of the Board.

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

Seconded by Dave Seagraves.

Motion approved 4:0. Scotty Martin abstained.

Financials

Financials were not included in the board packet because the audit is in progress.

Member Comments Not Related to Agenda

- Resident Jim Fodor addressed the Board about the dog bag dispenser and trash receptacle at Community Park. He expressed concerns about the location and aesthetics. Board Member Chris Figge suggested he contact Parks Director Pat Malloy.

Hearings – Open Space Violations

Open Space Manager Sean Warren reviewed two Open Space violations with the Board.

Motion: A Motion to accept a permanent variance for 8 Winter Cress and 10 Winter Cress to allow for an area-wide mowing between the permitted 10-foot resident mowing boundary line and the 4-foot Open Space mowing boundary.

Discussion: Open Space Manager Sean Warren shared feedback from the Open Space Committee and Open Space Staff and shared concerns about a potential sight line issue for the

street intersection. Board members discussed the potential variance. Executive Director Victoria DeSair shared that any variance would be recorded on the property files for future record.

Motion made by Erlinda Stafford.

Seconded by Andy Lydens.

Motion approved unanimously.

Communication/Discussion Items

- Introduction: Allison Hefner, Communications Associate. New staff member Allison Hefner shared her experience and her desire to grow the online presence for the community.
- Historical Society Annual Report: The report shows the Historical Society's activities and accomplishments for 2019 and outlines challenges and aspirations for the year ahead. Open Space Staff and Board Members expressed appreciation for the accomplishments the Historical Society made with minimal funding.
- Employee Handbook: Direction Needed for Part-Time Employee Benefits. Executive Director Victoria DeSair shared a synopsis of current part-time employee benefits as part of an ongoing process to update the Master Association Employee Handbook.
- Audio-Conferencing of Meetings: Executive Director Victoria DeSair shared the resident request to have an option to listen remotely to board meetings. A conference call option with the new phone system will be tested at an upcoming meeting.

Action Items

Motion: A Motion adopting the 2020 Master Association Recurring Vendors List.

Motion made by Erlinda Stafford.

Seconded by Dave Seagraves.

Discussion:

- Board Member Chris Figge reviewed multiple vendors on the list. Executive Director Victoria DeSair suggested the Master Association Board should review the Recurring Vendors list annually. Resident Jim Fodor suggested the Volunteer Trail Coordinators issue a report at a board meeting prior to any trail work. Board Member Chris Figge reported that the weekly Trails Report in the e-news contains details about all upcoming trail projects. Resident Jerry Sullivan shared his appreciation for the trails.

Motion approved unanimously.

Motion: A Motion adopting a write-off in the amount of \$1,456.01 for equestrian account #36547.

Motion made by Chris Figge.

Seconded by Dave Seagraves.

Discussion: Victoria shared that the resident moved and collection attempts have been unsuccessful.

Motion approved unanimously.

Motion: A Motion to replace the 2010 Ford F-250 Ranger Truck with a 2019 Dodge Ram for a cost of \$34,766 after trade-in. Funding Source: Reserve Fund of \$35,593.

Motion made by Erlinda Stafford.

Seconded by Dave Seagraves.

Discussion:

Board Members discussed the model of the truck. Executive Director Victoria DeSair noted that the reserve update is in progress. Board Member Chris Figge noted that if items on the reserve do not need to be replaced, they are kept until replacement is necessary.

Motion approved unanimously.

Committee and Task Force Reports

- Erlinda Stafford reported that the Brannon Gearhart Task Force will be meeting on January 28.
- Dave Seagraves gave an overview of an issue with the sewer line in Brannon Gearhart park that the water board is currently addressing.
- Scotty Martin reported that the Financial Stability workgroup will be meeting again in February.

Manager's Report

- Victoria DeSair reported on the Ranch House pool construction.
- Sean Warren reported on the Brannon Gearhart Trail construction.
- Service Awards were presented to Open Space Manager Sean Warren for 25 years of service and Open Space Ranger Gary Norton for 20 years of service in December.
- The payroll process, credit card receipts, employee data updates, and employee handbook are being streamlined and/or updated.
- The Master Association Election Committee met to review the process. The same company will handle the online election with the option of a paper ballot as well.
- Executive Director Victoria DeSair is now a signer on Master Association bank accounts.
- The Master Association liability insurance company conducted a successful audit regarding safety standards and processes.
- Victoria DeSair reported on covenant violations and architectural submittals.
- Board Members shared feedback on the new format for the Manager's Report.
- Sean Warren reported that the Drainage Plan will be updated in 2020.

Executive Session

At 8:28 p.m. the Board entered Executive Session to discuss a personnel and legal matter.

Motion: Motion to enter Executive Session.

Motion made by Dave Seagraves.

Seconded by Andy Lydens.

Motion approved unanimously.

Adjournment

No action was taken following the Executive Session, and there being no further items for discussion, the meeting adjourned at 9:15 p.m.

Respectfully submitted,

Kristen Peterka
Secretary of the Meeting