

Minutes of the Monthly Business Meeting  
of the Board of Directors of the Ken-Caryl Ranch Master Association  
HELD February 18, 2020

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, February 18, 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

**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 January 21, 2020 regular meeting minutes of the Board.

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

Seconded by Dave Seagraves.

Motion approved 5:0.

There were no amendments to the January 29, 2020 Special Meeting minutes of the Board.

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

Seconded by Andy Lydens.

Motion approved 4:0. Erlinda Stafford abstained.

**Financials**

January financials were included in the board packet.

Executive Director Victoria DeSair reviewed highlights of the financial statements.

**Motion:** Motion to accept the financials made by Erlinda Stafford.

Seconded by Dave Seagraves.

Motion approved unanimously

**Member Comments Not Related to Agenda**

- Chris Figge invited community members running for the Master Association board to introduce themselves. Jim Fodor, Rilla Reinsma, and Chris Schroeder were in attendance and introduced themselves.

- Resident Tim Erickson expressed concerns about drainage and ice build-up on Bridlegate Lane. Executive Director Victoria DeSair offered to contact Jefferson County Road and Bridge to ask about possible solutions.
- Resident Cathy Packard requested information regarding Heirloom Park construction from the Bond Project and expressed concerns about park construction, park maintenance, and dog waste receptacles.

### **Hearings – Open Space Violations**

The hearing was cancelled.

### **Communication/Discussion Items**

- Status Update: Commercial Vehicle Rules. Chris Figge reported that the Architectural Committee will continue reviewing the Commercial Vehicle Rules and will return to the MA Board at a later date. Executive Director Victoria DeSair shared that the committee is looking to create a rule that is enforceable and works in the best interest of all residents. Resident Rilla Reinsma shared concerns about the impact of commercial vehicles on neighborhood aesthetics.

### **Action Items**

**Motion: “A”** A Motion appointing Mark Celusniak as a Volunteer Trail Coordinator.

Motion made by Erlinda Stafford.

Seconded by Chris Figge.

Discussion: Open Space Manager Sean Warren reported that the Open Space Committee recommended Mark Celusniak for the position after a thorough interview process. Resident Dan Mullins shared that the Volunteer Trail Coordinator Position was created to bring in expertise and save money with volunteer hours.

Motion approved unanimously.

**Motion: “B”** A Motion authorizing the Executive Director to hire Singletrack Trails, Inc to perform annual trail maintenance, with a maximum contracted value of \$19,000.

Motion made by Chris Figge.

Seconded by Erlinda Stafford.

Discussion: Resident Dan Mullins shared that \$17,000 will be paid for by the Master Association and \$2000 will be paid for by the Metropolitan District for trail work on the South Hogback trail. All trail projects were approved by the Open Space Committee. Resident Jim Fodor expressed concerns regarding the Volunteer Trail Coordinator position and widening the trails.

Motion approved unanimously.

**Motion: “C”** A Motion adopting a write-off in the amount of \$4,969.34 for equestrian account #37075.

Motion made by Chris Figge.

Seconded by Erlinda Stafford.

Discussion: Victoria DeSair reported that staff were unable to recover the costs.

Motion approved unanimously.

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

- Chris Figge shared that the Architectural Committee will continue to discuss Commercial Vehicles. Chris Figge and Erlinda Stafford suggested the Architectural Committee establishes meeting protocols and expectations to ensure that future meetings are respectful.
- Erlinda Stafford shared that the Brannon Gearhart Park Taskforce created a table of contents and delegated a point person for different components of their project.
- New Board liaisons will be appointed to all committees at the March MA Board business meeting.
- Andy Lydens reported that the Civil Air Patrol presented information about potential drone training in the Open Space and the 2020 trail maintenance plan was presented by Volunteer Trail Coordinator Dan Mullins at the Open Space Committee Meeting.
- Dave Seagraves shared that the Water Board has adopted a 4% increase in rates.
- Scotty Martin reported that the Metropolitan District Board discussed Civil Air Patrol drones at their meeting and did not make a decision at this point. The Metropolitan District Board also discussed color options for the planned concrete trail construction along South Valley Road.
- Sean Warren shared that the Brannon Gearhart Park Task Force and the Open Space Committee both use the same Conduct of Meetings Standards used by the Master Association Board.

### **Manager's Report**

- Victoria DeSair thanked Chris Figge and Erlinda Stafford for their years of service on the Master Association Board.
- The concrete floor was poured at the Ranch House pool. Continued weather delays may impact the construction timeline. A design cost overrun estimated at \$65,000 for structural support in the first ad station will be discussed at the March Joint Study Session. The weather-proof storm voids have already paid for themselves more than two-fold due to the recent snowstorms.
- The developer considering potential new land development east of C-470 has filed an extension for the due diligence period until Feb. 21. Resident feedback regarding traffic and schools has been shared with the developer. The land was zoned for residential purposes and is not owned by the Master Association.
- The Master Association Board Election is underway. 70% of the election ballots were distributed via email and 30% were sent a postcard.
- Employee Handbook updates continue as Victoria DeSair works with Employers Council on employment classifications.
- Facebook post engagement is up 137% in the last month.
- Victoria DeSair reviewed Covenant Violations included in the Master Association Board packet.

- There are current openings at the Equestrian Center. Staff are developing plans to fill open vacancies and to address budget impacts from decreased boarding revenue.

#### **Board Member Comments**

- Chris Figge expressed appreciation for current and former Master Association Board members. He requested that future Boards consider potential reserve funds for perimeter fence replacement, address rising water prices by converting irrigated turf to dry land, and resume operation of the Community Planning Committee.
- Erlinda Stafford expressed appreciation for the Board and staff.

#### **Executive Session**

At 7:46 p.m. the Board entered Executive Session to discuss a legal matter.

#### **Adjournment**

No action was taken following the Executive Session, and there being no further items for discussion, the meeting adjourned at 8:10 p.m.

Respectfully submitted,

Kristen Peterka  
Secretary of the Meeting