

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

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, April 21, 2020 via teleconference due to COVID-19.

**Call to Order**

The meeting was called to order at 6:14 p.m. by Scotty Martin.

**Attendance**

Board: Andy Lydens, Scotty Martin, Dave Seagraves, Tom Bratschun, Chris Schroeder  
Staff: Victoria DeSair, Kristen Peterka, Sean Warren

**Conflicts of Interest**

Scotty Martin 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 February 18, 2020 regular meeting minutes of the Board.

**Motion:** Motion to approve the minutes made by Andy Lydens.

Seconded by Chris Schroeder.

Motion approved unanimously.

**Financials**

March financials were included in the board packet.

Executive Director Victoria DeSair reviewed highlights of the financial statements including impacts of COVID-19. Metropolitan District Manager Traci Wieland reviewed budget impacts of COVID-19 to the Metropolitan District.

**Motion:** Motion to accept the March financial report made by Andy Lydens.

Seconded by Chris Schroeder.

Motion approved unanimously.

**Member Open Forum**

Due to the teleconference structure of the meeting, members were invited to submit comments for any agenda or non-agenda item by email by 12 p.m. the day of the meeting to be read at the meeting.

- Resident Randy Philips of the Saddlewood neighborhood expressed concerns regarding the density and population impact of the new construction proposed in Ken-Caryl Ranch.

Executive Director Victoria DeSair reported that the land development purchase has been delayed until September 2020.

### **Communication/Discussion Items**

- **Brannon Gearhart Park Task Force Update**  
Open Space Manager Sean Warren reported that the Task Force has been meeting regularly and has transitioned to virtual meetings. The Task Force has focused primarily on the pond, playground and drainage issues in Brannon Gearhart Park. The group plans to present their report to the MA Board by August 2020.
- **Brannon Gearhart West Trail Improvement Project Completed**  
Open Space Manager Sean Warren presented a financial overview of the project. The project was completed within the budget and new drainage appears to be working effectively.
- **Ranch House Pool Update**  
Executive Director Victoria DeSair summarized construction updates. Construction is expected to be completed in late June. Construction delays, COVID-19, and staff training challenges will all impact the scheduled opening of the pools. The construction project has a current budget shortfall due to unexpected structural issues. The Master Association Board, Metropolitan District Board and Community Collaboration Work Group will further discuss how to fund the projected shortfall.
- **Employee Handbook – PTO for New Full-Time Employees**  
Executive Director Victoria DeSair proposed a change to the Employee Handbook to offer new full-time employees three weeks of PTO in their first year. The Board supported this change and made plans to review PTO policies as part of the Employee Handbook review.

### **Action Items**

**Motion:** “A” A Motion appointing Board officers and liaisons for 2020.

Officer positions proposed for the March 2020 to March 2021 Master Association Board term

- President: Scotty Martin
- Vice President: Andy Lydens
- Treasurer: Dave Seagraves
- Secretary: Tom Bratschun
- Director-at-Large: Chris Schroeder
- Vice President: Victoria DeSair
- Assistant Secretary: Kristen Peterka

Liaison positions for the March 2020 to March 2021 Master Association Board term:

- Architectural Committee: Chris Schroeder
- Covenant Committee: Chris Schroeder
- Historical Society: Scotty Martin
- Open Space Committee: Andy Lydens
- Brannon Gearhart Park Task Force: Dave Seagraves

- Metropolitan District Board: Tom Bratschun
- Community Collaboration Workgroup: Chris Schroeder and Scotty Martin
- Office Park Association: Tom Bratschun
- Water District Board: Dave Seagraves

Motion made by Andy Lydens.  
Seconded by Chris Schroeder.  
Discussion: None.  
Motion approved unanimously.

**Motion: "B"** A Motion adopting Resolution 20-01 indemnifying former Board member Chris Figge.

Motion made by Andy Lydens.  
Seconded by Chris Schroeder.  
Discussion: None.  
Motion approved unanimously.

**Motion: "C"** A Motion adopting Resolution 20-02 indemnifying former Board member Erlinda Stafford.

Motion made by Andy Lydens.  
Seconded by Chris Schroeder.  
Discussion: None.  
Motion approved unanimously.

**Motion: "D"** A Motion adopting Resolution 20-03 removing Chris Figge and Erlinda Stafford and adding President Bryan Scotty Martin and Treasurer David Seagraves to all Master Association bank accounts as authorized signers.

Motion made by Andy Lydens.  
Seconded by Chris Schroeder.  
Discussion: None.  
Motion approved unanimously.

**Motion: "E"** A Motion appointing Curtis Crites to the Open Space Committee and Joe Rubino to the Covenant Control Committee.

Motion made by Andy Lydens.  
Seconded by Chris Schroeder.  
Discussion: None.  
Motion approved unanimously.

**Motion: "F"** A Motion approving a contract with Valles Construction for asphalt to concrete conversion and soft surface to hard surface trail conversion.

Motion made by Andy Lydens.  
Seconded by Chris Schroeder.

Discussion: Board Members discussed risks of working with unknown contractors and the benefit of due diligence before working with any new company.

Motion approved unanimously.

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

- Most Committees have not met due to COVID-19.
- Scotty Martin shared that there may be residual impacts on the Metropolitan District budget from COVID-19.

### **Manager's Report**

- The Ranch House will continue current operations with facilities closed due to COVID-19, and will reevaluate the week of May 4. Equestrian Center operations continue for animal care. Open Space staff is performing essential duties and other duties from home.
- The Community Recycling Event is postponed due to COVID-19.
- Staff are conducting virtual interviews to fill the vacant Community Administrator position.
- Facebook page visits are up 137% in the last month.
- The Equestrian Center has brought in new boarders and is not offering any lessons due to COVID-19.

### **Board Member Comments**

- None

### **Adjournment**

The meeting adjourned at 9:02 p.m.

Respectfully submitted,

Kristen Peterka  
Secretary of the Meeting