

Minutes of the Monthly Business Meeting
of the Board of Directors of the Ken-Caryl Ranch Master Association
HELD Nov. 17, 2020

The regular business meeting of the Board of Directors of the Ken-Caryl Ranch Master Association was held on Tuesday, Nov. 17, 2020 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127. Residents also had the option to call in and listen to the meeting.

Call to Order

The meeting was called to order at 6:06 p.m. by Scotty Martin.

Attendance

Board: Scotty Martin, Dave Seagraves, Chris Schroeder, Tom Bratschun, Andy Lydens
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 Oct. 20, 2020 regular meeting minutes of the Board.

Motion: Motion to approve the minutes made by Chris Schroeder.

Seconded by Dave Seagraves.

Motion approved unanimously.

Member Comments Not Related to Agenda

- Resident John Fosholt expressed concerns about the MA Board's hearing for the fire lit in the Open Space. The Board did not have a public hearing for the fire and instead met with the families involved in a special meeting. Meeting minutes from the hearing will be published on the website and a summary will be in the paper.
- Resident Dave Banning expressed concerns about lack of response from board members via email. He also expressed concerns about adding two full-time Ranger positions in the 2021 MA Budget. He suggested that dues should have been decreased in the 2021 budget after the pool project was funded.
- Resident Rilla Reinsma requested that the Oct. 20, 2020 MA Board meeting minutes be modified to reflect conversations regarding conflicts of interest related to the South Hogback cultural and biological survey. Based on attorney feedback, the Board decided not to modify the minutes because conflict of interest was already addressed in the minutes.

- Resident Kayla Kirkpatrick expressed concerns regarding special meetings that are not open to the public and shared information regarding nonprofit standards for special meetings.
- Resident Bruce Tugman expressed concerns regarding extra trash receptacles used by individual homeowners. Extra trash cans do not impact the contractual invoice amount for waste removal services for the community.

Financials

October financials were included in the board packet.

Executive Director Victoria DeSair reviewed highlights of the financial statements. Riding lessons have seen an increase in revenue due to both an increase in the number of lessons as well as more private lessons.

Motion: Motion to accept the financials made by Dave Seagraves.

Seconded by Chris Schroeder.

Motion approved unanimously.

Manager's Report

- The budget summary will be communicated via the newspaper and E-news. A budget ratification is not needed this year because there is no increase in dues.
- The updated employee handbook will be available for board review in early 2021.
- New COVID capacity restrictions limit the number of administrative staff in the Ranch House. The new guidelines may further impact Ranch House office hours as well as future board meetings.
- Construction has been completed on the Ranch House pool. Contract negotiations are ongoing for the overrun in schedule. Some of the site construction, including sod and plants, will be completed in the spring.
- The Bradford-Perley House water line extension has been installed to provide irrigation to the garden areas inside the fence perimeter.
- The Christmas Tree sale will be on Dec. 4 and Dec. 5 with a reservation system to ensure social distancing and COVID safety. The tree sale provides fuel breaks in the Open Space for fire mitigation.
- The Equestrian Center status update, Architectural Summary, Covenant Violation Summary and Equestrian Riding Lessons update were all included in the board packet.

Communication/Discussion Items

- Committee Appointment Process Update: 31 committee applications were received. All applications are reviewed by the Board President, Board liaison, staff liaison, and Executive Director and recommendations for appointment are made to the board. The Board will make appointments at the December meeting. Several committees received more applications than openings.
- Mission Statement Review: The existing mission statement was included in the Board packet.

- Resident Jim Fodor acknowledged Dave Banning's service on the MD board, expressed concerns regarding MA Special Meetings that are not open to the public, expressed support for the existing mission statement and requested a change in language for the Open Space Management Plan.
- The Board reviewed the existing MA mission statement and found it to still be relevant. The mission statement will remain as-is.
- Victoria DeSair reviewed the current check signing process as well as check signing policies from other organizations. The Board will review a draft check signing policy at the next meeting.

Action Items

N/A

Committee and Task Force Reports

- Andy Lydens reported that the Open Space Committee reviewed potential Eagle Scout projects, decided to postpone Ash Borer tree replacement discussions until a watering solution is developed and discussed management planning for the South Hogback Open Space.
- Tom Bratschun shared that budget uncertainties may lead to future variances for the MD budget.
- Dave Seagraves shared that the Water Board agreed to a 1.5% increase for water rates and a 3% increase in sewer rates in 2021. The Water Board will sleeve the water line during upcoming construction at the Ranch House to reduce the impact to the tennis courts.
- Chris Schroeder shared that the Architectural Committee discussed fireworks signage, language for temporary signage and language for holiday lighting. The Architectural Committee will be reviewing architectural features, aesthetics and signage of the homes in the new developments.
- Due to the new COVID restrictions taking effect on Friday, Nov. 20, the Ranch House will be open to the public by appointment only and the next board meeting will be virtual.

Executive Session

At 8:23 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 9:50 p.m.

Respectfully submitted,

Kristen Peterka
Secretary of the Meeting