

# **MASTER COMMUNITY ASSOCIATION, INC. ANNUAL MEETING MINUTES**

**FEBRUARY 23, 2005**

## **SUBJECT TO MEMBERSHIP APPROVAL**

## **CALLED TO ORDER/ INTRODUCTIONS**

The meeting was called to order at 6:45 p.m. Debra introduced herself as the Association Manager from Management Specialists, Inc., Diane Deeter, Community Manager from Forest City Stapleton and Delegate District 2 Delegate, Tom Keyse. Also in attendance from Management Specialists were Garon Duncan, Billie Parmenter and Cathy Vannerson.

## **PURPOSE OF THE MEETING**

Debra stated the purpose of the meeting was as stated in the Notice:

- Review the accomplishments of The Association over the past year
- Report on year-end financials for 2004
- Review the 2005 Operating Budget
- Elect one Delegate from District 2 and District 3 for a one-year term, to serve in an advisory capacity to the Board of Directors
- Provide information and answer questions of residents

## **PROOF OF NOTICE**

Debra presented a copy of the noticed that had been mailed out to each homeowner in accordance with the Association by-laws.

## **ROLL CALL**

With 26 of 792 units represented in District 2 and 16 units represented in District 3, in person or by proxy at the time the meeting was called, quorum was not met and business for the Annual Meeting could not take place. Debra reviewed the quorum requirement of 10% per district constituting a quorum. Debra explained that the meeting would continue although only general information would be discussed and no decisions could be made in the absence of quorum. Debra stated that the next course of action would be to conduct the election by mail in ballot process.

## **APPROVAL OF PREVIOUS ANNUAL MEETING MINUTES**

Debra stated that in the absence of quorum, the meeting minutes from the 2004 Annual meeting would not be approved.

## **DELEGATE REPORT- DISTRICT 2**

Tom Keyse reported and summarized his year of service attending MCA Board meetings. Tom briefly reviewed the typical business of the MCA and invited members to attend MCA Board meetings during the Open Forum portion of each meeting.

## **ASSOCIATION MANAGERS REPORT**

Debra provided information about the Master Community Association (MCA) and explained that the various sub-associations within the community are separate associations, in addition to the MCA. As a unit owner in Stapleton, membership in the Master Community Association is automatic for all owners when they accept the title to their property. The association documents require mutual obligations by the individual owners and the association. Debra explained the contracted services provided to the Association by Management Specialists, in assisting the Board in the day-to-day operation and business of the association.

Year-end financials for 2004 were briefly reviewed. Debra stated that the association was operating in a financially sound position, with a yearly Operating Budget and updated Reserve Plans in place, as adopted the executive Board.

A Contact Reference list was reviewed and provided to residents in attendance. This list included various community contacts.

### **COMMUNITY MANAGERS REPORT**

Diane reviewed the following items:

- Trash & Recycling provided by Solid Waste Management for the City & County of Denver
- The MCA as the governing body and corporation, and its purpose
- The SUN as a separate voluntary neighborhood association and its purpose
- Community Pool Update- hours and policy and procedure review
- Social Activity Committee schedule and planned Event update, including the summer concert series
- Traffic Control- reviewed the current traffic management plan and input from residents and the city
- Review of Community Intranet. Encouraged resident review for most current community updates
- Front Porch readership and columns to provide communication

### **NEW BUSINESS**

There was no new business.

### **GENERAL DISCUSSION**

The following items were discussed :

- The Dog Park and clean up after pets throughout the community
- Primrose School construction to begin in 2005
- Pool hours and Pool policies
- The SUN (Stapleton United Neighbors voluntary association) made a brief presentation
- Traffic Control and speeding in the community

### **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 8:15 p.m.

DT/kgc/MCA