



Stapleton *Master* Community ASSOCIATION

STAPLETON MASTER COMMUNITY ASSOCIATION

Annual Delegate Meeting
Forest City Office 7351 E. 29th Avenue
Denver, CO 80238

Wednesday November 8, 2006

6:30 – 8:00 pm.

ATTENDANCE

Keven Burnett (SMCA Executive Director)
Brian Beckler (District 3 Delegate)
Tom Keyse (District 2 Delegate)
Diane Deeter (Forest City)
Justin Silverstein (2007 District 3 Delegate)
Jason Dembeck (2007 District 5 Delegate)
Mark Mehringer (Stapleton Resident)
Michael Kearns (2007 District 6 Delegate)
Jenifer Graham (FC Admin)

I. CALL TO ORDER

II. Additions To Agenda

- 1) None Presented

III. Annual Election of Delegates

At the November 1st meeting we were not able to elect all our delegates due to the quorum requirements of 10%, which we were unable to meet in districts 4 & 5. This supplemental meeting allows us to elect the delegates with a quorum of 5% based upon the ballots received to date.



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Delegates for 2007 are as follows:

- District 1 ~ Denise Gammon
- District 2 ~ Justin Silverstein
- District 3 ~ Brian Fennelly
- District 4 ~ Mike Johnson
- District 5 ~ Jason Dembeck
- District 6 ~ Michael Kearns

District Delegate Roles

- Serve 1 year term as the members voice to the Stapleton MCA Executive Board
- Ratify the annual budget on behalf of all members
- Elect all non appointed directors on behalf of all members
- Serve as the primary advisory group to the board and staff

Q: How and when is control of the board to be transferred to the owners?

A: Property Conveyed from the developer to the builders to the individual owners. Based on the percent of total equivalent units (EU) conveyed there are transitions at 25%, 50%, 75% and 100%.

Q: Is Forest City an owner as well as the developer?

A: Yes, they own property, mainly commercial as well as being the master developer and Declarant.

Q: Is it actually possible to reach 100%?

A: Yes, no matter how much of the property is conveyed there is a limit of 20 years allowed to reach this mark.

Q: Are builders considered owners / members?

A: Builders are indeed members, since they pay into the association.

(Ownership maps were handed out)



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Percent of Property Conveyed					
Board Members	0 %	25% (~3,400)	50% (~6,800)	75% (~10,200)	100% (~13,600)
Appointed by Developer	3	3	3	2	1
Elected by Delegates	0	1	2	3	4
Total Directors	3	4	5	5	5

IV. Delegate Reports

- 1) District 2 (Tom Keyse) Not a lot of issues in this district. Key to being a delegate is to identify the issue and address quickly. Board members appreciate the feedback given to them by the delegates.
- 2) District 3 (Brian Beckler) A lot has been accomplished since I have started there is more structure and the MCA is now more visible. Hopefully will continue to get stronger.

Mr. Burnett discussed how the Stapleton Master Community Association has become separated from Management Specialist Inc (MSI) the entity that held the management contract for Stapleton MCA from 2001 till August 2006.

The Executive Board decided in 2005 that the Stapleton community needs were reaching the level that required the hiring of an Executive Director. The Executive Director is responsible for overall management of the organization including contract management, CCIOA compliance, staffing and all other day to day activities. The Executive Director reports directly to the Executive Board.



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A search for an executive director was conducted in late 2005. Keven Burnett was hired by the Executive Board in February 2006. The Executive Director remained as an outside employee until such time the mechanisms could be put into place for the Stapleton MCA to directly employ the Executive Director. This transition occurred on September 1, 2006. Simultaneously, the Stapleton MCA – MSI contract was renegotiated to show this change in operational organization. MSI currently maintains an eighteen month contract to manage the assessment collection for Stapleton. At the conclusion of this contract the board will assess the efficiency of continuing to use an outside management company for assessment collection.

V. Management Reports

- 1) Administration & Organization- In the coming year delegates will have the opportunity to assist staff by providing input in all the critical operational areas which include the 08 budget development, pool operations, community events, and grounds maintenance. The MCA is anticipating the hiring of an Office Manager which will coincide with the spring opening of the permanent office behind King Sooper on Roslyn St.
- 2) Pool Operations – We are continuing to contract our pool management operation through Wild Iris (a pool management company). However, the MCA is going to insist on a closer management of the day to day operation of the pool staff, since this is our most direct contact with residents throughout the community. We will be working closely with Kim and her pool staff to increase the customer service practices of the staff. We will also be working with Wild Iris to continue to refine our pool operations to best match the needs expressed by the community (e.g. hours, programming, lap swim etc.).
- 3) Grounds Maintenance (referred to parks map) – MCA manages the maintenance & operation for things that are to be maintained by the owners & the district.
 - Westerly Creek Metro District is the entity in which the residents pay their taxes to and they in turn operate the Park Creek Metro District. Most of the annual tax collection of the WCMD is used to for debt service on the bonds that funded the infrastructure at



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Stapleton. In addition 3% is set aside for the maintenance of district owned facilities.

- Park Creek Metro District is run by an appointed board. The district owns all of the public facilities built at Stapleton, from parks to pools to medians and alleys. The development agreement outlines who is responsible for maintaining each of the district facilities.
- The district contracts with the MCA to maintain all district facilities that it is responsible for and those obligations are folded into the MCA operational program. By working together on operational and maintenance issues we are able to achieve economies of scale that neither entity could realize on their own.
- There are 3 levels of service; Native (e.g. end of 29th Avenue), Standard Turf (e.g. along 29th Avenue) and Pristine (e.g. high volume area, pools & Founders Green).

Q: Is there a way to work with the City of Denver to ensure that the parks are maintained and look good? Residents would probably pay extra to ensure that these parks are maintained and taken care of.

A: All of the parks have a maintenance and warranty period (that varies per park). These parks are all under the jurisdiction of Denver Parks and Rec.

- 4) Community Events – MCA is strategically evaluating the community event calendar. We will be focusing on events that fill up the Founders' Green, providing the community with a diverse selection of quality events. The 2007 event calendar will include:

- Markets (Farmers' Market & Sweet William Market)
- Concerts (4-6 major concerts)
- Movies (4-6 evening movies)
- Festivals (Spring, Summer, Fall & Winter)

VI. New Business

1) 2007 Proposed Operating Budget

• Estimated Budget Revenue	\$ 2,054,715
• Estimated Expenditures	\$ 1,719,129
• Transfer to Reserve Fund	\$ 301,596
• Transfer to Community Fund	\$ 33,990
• Net Revenue – Expense	\$ -0-



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Mr. Burnett presented a detailed review of the 2007 budget to the delegates present.

VII. Budget Questions & Comments

Q: What is the Community Fund?

A: A property transfer fee is ½ percent of this the MCA gets 5% to use for community projects (affordable housing, job training). Executive Director will review how Community Funds can and should be spent, as well as what the process should be.

Q: What makes up the largest expense for MCA operations?

A: The largest part of the MCA's expense is the Aquatics (pools and life guarding).

Q: What is the difference between Seasonal and Holiday lighting?

A: Seasonal lighting is actually the installation of the tree lights and holiday decorations. The holiday lighting line refers to the event that takes place on December 3rd.

Q: What is the Community Projects line (budget) for next year?

A: This budget has been lumped in the past with the grounds expense and needed to be pulled out to show more in depth what the Community Projects are (shade structures and central control system for the irrigation)

Q: Has the entire community project list already been allocated to projects?

A: No, currently the MCA is looking at various ways to help participate, so the pools and parks do not need to be down sized.

COMMENT: M. Merhinger would like to have the community more involved with the budget and see what the communities' priorities are. The residents should have a meeting with more details on the budget. In hopes that it will help improve community involvement (events, pools). Residents are voting with their feet, what event they like and do not like.

VII. Executive Board meets Thursday November 16, noon to 2 pm, the current delegates Brian Beckler & Tom Keyse will approve or deny the proposed 2007 budget.



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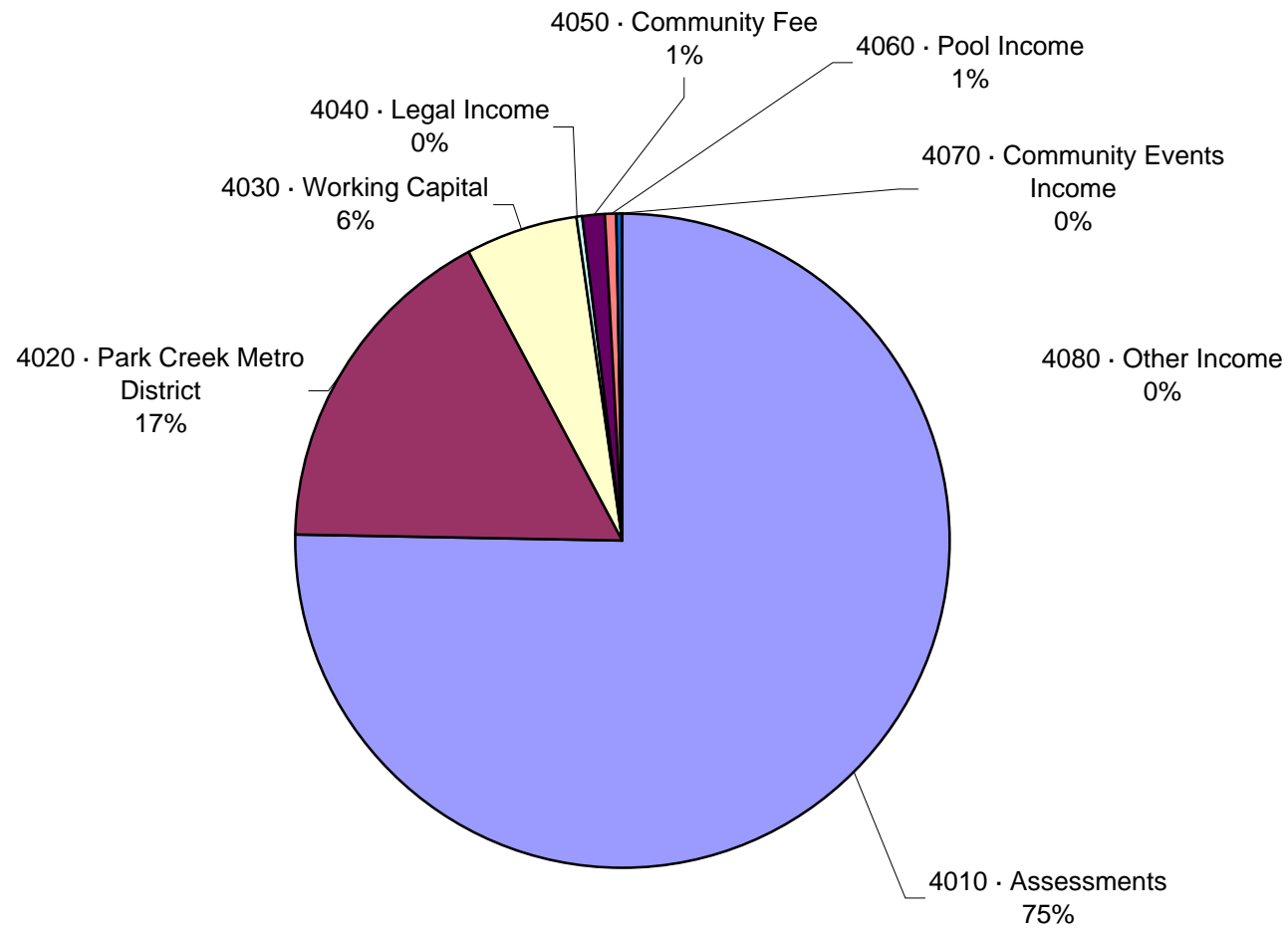
VIII. The Executive Director will contact the 2007 delegates to determine the best time and place to conduct regular meetings throughout the year.

10:12 AM
12/12/06
Accrual Basis

Stapleton Master Community Association
2007 Budget Overview
January through December 2007

	Jan - Dec 07
Ordinary Income/Expense	
Income	
4010 · Assessments	1,545,531.39
4020 · Park Creek Metro District	347,780.16
4030 · Working Capital	114,000.00
4040 · Legal Income	7,200.00
4050 · Community Fee	23,004.00
4060 · Pool Income	12,000.00
4070 · Community Events Income	4,000.00
4080 · Other Income	1,200.00
Total Income	2,054,715.55
Expense	
5010 · Administration	226,764.00
5025 · Community Room Leashold	23,052.00
5030 · Assessment Management	57,000.00
5040 · Professional Services	19,000.00
5050 · Office Expense	57,000.00
5060 · Insurance	46,128.00
5100 · Community Events	180,660.00
5150 · Community Projects	100,000.00
5210 · SMCA Operations	229,082.00
5220 · SMCA Utilities	52,575.00
5300 · PCMD Operations	273,170.16
5320 · PCMD Utilities	56,610.00
5410 · Aviator Pool	165,790.13
5420 · Puddle Jumper Pool	166,298.26
5500 · Other Expenses	67,200.00
5900 · Fund Transfers	334,386.00
Total Expense	2,054,715.55
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
6010 · Reserve Funds	301,596.00
6050 · Community Fee Fund	33,990.00
Total Other Income	335,586.00
Net Other Income	335,586.00
Net Income	335,586.00

2007 MCA Revenue = \$2,054,715



2007 MCA EXPENSE = \$2,054,715

