



**STAPLETON MASTER COMMUNITY ASSOCIATION  
EXECUTIVE BOARD MEETING**

Wednesday October 11, 2007 ~12:00 – 2:00 pm.  
Forest City Office 7351 E. 29<sup>th</sup> Avenue  
Denver, CO 80238

**ATTENDANCE**

Brian Fennley (FC Accounting)  
Keven Burnett (SMCA Executive Director)  
Jenifer Graham (SMCA Office Manager)  
Jason Dembeck (district 5 delegate)  
Michael Kearns (district 6 delegate)  
Michael Johnson (district 4 delegate)  
Heidi Majerik (FC Employee)  
Denise Gammon (absent)  
John Lehigh (absent)

**I. CALL TO ORDER**

Brian Fennley

**II. BOARD APPOINTEE**

Consistent with the Declarants authority to remove and appoint directors during the Developers control period as stated in the Associations governing documents, John Lehigh will be removed from the board of directors and Heidi Majerik will be appointed effective immediately.

**III. APPROVAL OF MINUTES**

June 13, 2007 meeting minutes were attached.

❖ **M/S/C~ (Majerik/Fennely) unanimous**  
**Motion to approve minutes as presented.**

**IV. ADDITIONS TO AGENDA**

None



## V. FINANCIAL REPORT

1) The Executive Director presented the current financial report as of August 31, 2007.

### Balance Sheet (As of August 31, 2007)

• Current Assets	\$969,024.30
• Accounts Receivable	\$285,635.50
• Total Assets	\$1,004,783.30
• Total Liabilities	\$340,185.17
• Total Equity	\$664,598.13
• Total Liabilities & Equity	\$1,004,783.30

Executive Director will look in to converting the reserve and community fee accounts to cd program for 6 month term. Currently all Reserve funds are held in high interest liquid asset accounts currently earning 4.8%. Homeowner receivables are consistent; Park Creek Metropolitan District is a month behind. The MCA Executive Board had authorized the Executive Director to use the funds currently held in the reserve fund to pay for Tenant Improvements for the MCA Office and Community Room. Currently, Forest City has contributed 60% of the funds; MCA is responsible for the remaining 40%. Current Reserve fund transfers were used yielding an increase in the Accounts receivable. The receivable is budgeted to be paid back over the next four (4) years out of the operating budget

### Statement of Activity Budget vs. Actual ~ January through August 2007

- Total Income Y.T.D. \$1,289,213.03 vs. Budgeted \$1,343,063.05
  - Total Expense Y.T.D. \$1,318,429.28 vs. Budgeted \$1,483,715.76
  - Net Income Y.T.D. \$94,565.49 vs. Budgeted \$83,071.29
- Item #4010- Assessments – Is off by \$90,084.87, \$45 was over budgeted. The remaining \$45 is behind due to the slow down of homes constructed and closed.
  - Item#4030-Working Capital- Is due to amount of closings coming in.
  - Item #4040- Legal-Is over budget by \$9,151.29 ,previously MSI had netted the figure, when we have greater expenses and income.
  - Item # 4070 – Was not budgeted this year to partnership with Forest City.
  - Item #5010 & #5025 – Is down because we have not moved in to the office.
  - Item # 5060 – Insurance costs go up every year and renewed in the middle of year.
  - Item# 5400 – Pool cost is up due to trying to keep staff longer and pools open longer.

Reserve study results were related to the alley replacement at \$10 a sq ft to replace. MCA, FC and District Engineers are currently working on a protocol to maintain the alleys.



❖ M/S/C ~ (Majerik/Fennely)~ Unanimous

**Motion to approve:** Financial Statement for January through August 2007 as submitted.

2) 2006 Audit Report- Is still in draft form, due to company needing to rewrite the letter stating no one is trying to sue the Stapleton MCA. Audit is completed back to 2001. This audit will be completed on a yearly basis. Auditors do not classify working capital as income, they classify is as equity.

❖ M/S/C ~ (Majerick/Fennely) ~ Unanimous

**Motion to approve:** 2006 Audit report as drafted.

## VI. MANAGEMENT REPORT

### Administration

- 1) MCA Offices & Community Room – MCA office will move in to the new space end of October and we will have the Annual meeting in November in the Community room. We will then start taking reservations for the Community Room in December. Forest City - Diane Deeter will sublet space from us in the new office.
- 2) Currently working on going through official process to be a 501C4 community organization, allows us to not have to pay corporate income tax.

### Community Pools

- 2007 Regular Season visits = 86 days, 2007 Extended season (aviator only) =15 days
- Total visits =59,440
- Stapleton Residents =92.45% vs. General Public = 3.72%
- Guest Passes utilized =2,117

Executive Director will look in to pool hours and days of operation for the “Extended Season” next year, since the use was mainly on the weekends and a few during the weekdays. Lack of lifeguards will continue be an issue in 2008, due to our reliance on high school and college students and that they are now returning to school no later than mid August. The lifeguard shortage is not unique to Stapleton pools, it is also felt by Denver City pools as well as private facilities like Crestmore. Staff has begun a program to recruit and train lifeguards that live within the community. However during 2007 there was little interest from the community. Aquatics staff has been instructed to continue this program in 2008. Significant increase in seniors’ usage by those living outside of Stapleton will require us to revisit seniors’ age guidelines for 2008 year. Currently all swimmers 55 and older are allowed in for Free. It is recommended that we increase senior age to 65 and set a \$3 fee for all seniors. This is consistent with the children entry fee. This fee does not apply to Stapleton residents, only non-residents.



#### Community Events

1) Community events and movies have been well attended, with the exception of the Fourth of July-which we will reorganize or get rid of all together.

#### Grounds Operation

1) Ending 2 year contract with Colorado Total Maintenance CTM and currently have out bid for future. Heidi Majerik would like to look over bids once they are submitted.

❖ M/S/C ~ (Majerik/Fennely)~ Unanimous

**Motion to accept manager's report**

### **VII. OLD BUSINESS**

- 1) MCA Office and Community Room- Discussed
- 2) Alley Maintenance Program-Currently working on

### **VIII. NEW BUSINESS**

#### 2008 Budget & Assessments

- 1) Total Income \$2,492,634.00—Jan-Dec 2008
 

Assessments	\$1,738,984.00
Park Creek Metro District	\$573,950.00
Working Capital	\$72,000.00
Legal Income	\$18,900.00
Community Fee	\$28,000.00
Pool Income	\$21,000.00
Event Income	\$35,000.00
Other Income	\$4,800.00
- 2) Total Expenses \$2,492,634.00
 

Administration	\$291,879.00
Community Room	\$38,652.00
Assessment Management	\$91,887.00
Professional Services	\$26,800.00
Insurance	\$52,480.00
Community Events	\$170,900.00
SMCA Operations	\$413,720.00
PCMD Operations	\$555,900.00
Pool Operations	\$554,054.00
Other Expenses	\$18,000.00



Fund Transfers \$278,362.00

- 3) Net Other Income \$295,762.00
- |                     |              |
|---------------------|--------------|
| Reserve Funds       | \$239,904.00 |
| Capital Improvement | \$24,858.00  |
| Community Fee Fund  | \$31,000.00  |

❖ **M/S/C ~ (Fennely/Majerik)~ Unanimous**

**Motion to open Capital Improvement fund account**

Professional services line item has gone up a little because of the need for mapping. Insurance continues to grow yearly based upon how many units the community has. Community events planned for 2008 will consist of spring, Fall Festival, movies and concerts.

Michael Johnson (D4) suggested that the MCA board consider termination of community events and use the budget for additional recreation programming (i.e. Tennis, Soccer etc) and community transportation (i.e. bus system within the community), Michael Kearns (D6), Justin Silverstein (D2) and Jason Dembeck (D5) all opposed to this suggestion to completely eliminate the community events and lighting programs, stating the “voting with your feet” concept is working. Events that are well attended still exist and those that are not are removed from the calendar. It was noted that the primary mission of the Stapleton MCA remains to “create a sense of community through compressive programming, events and facilities maintenance.

Executive Director will get a break down of the community fee line item and the attendance of the event/movies to show that the Stapleton MCA is responding to the likes of the community.

Increase of assessments is requested due to the budget being behind from the slow down of new homes and will continue to 2008, in addition to the 3<sup>rd</sup> pool coming on line in 2008.

This will consist of 14% increase for Regular Residential, 3% for Sale Affordable Residential & Rent Residential and 30% increase for Commercial, Office and other.

Type of Unit	Description	2008 Assessment
For Sale Regular Residential	Individually owned dwelling units sold at market rate prices	\$36.00/ Month
For Sale Affordable Residential	Individually owned dwelling units subject to restrictions under the Workforce Housing Program.	\$20.40/ Month
For Rent Residential – Affordable and Market Rate	Apartments/multi-family rental units.	\$20.40/Month
Commercial, Offices, Other	Units used for commercial, retail, light industrial, offices, or public or private recreation use.	\$12.00 2,000 sq ft/Month



Executive Director will look in to creating a grant program for people that can not pay for community dues.

- 2) Board of Directors Election – Delegates will elect a member to the Board for a 3 year term starting in January 2008.

**IX. 2007 Meeting Schedule:**

- 1) Friday, November 9, 2007- Annual Members Meeting
- 2) Tuesday, November 13, 2007-Annual Meeting of District Delegates
- 3) Thursday, November 15, 2007-Annual Meeting of Executive Board