



**STAPLETON MASTER COMMUNITY ASSOCIATION  
EXECUTIVE BOARD MEETING**

Tuesday December 18, 2007 ~12:00 – 2:00 pm.  
Stapleton Community Room  
2823 Roslyn Street  
Denver, CO 80238

**ATTENDANCE**

Denise Gammon (President)  
Heidi Majerik (Vice President)  
Brian Fennelly (Secretary/Treasurer)  
Keven Burnett (SMCA Executive Director)  
Jenifer Graham (SMCA Office Manager)  
Justin Silverstein (district 2 delegate)  
Jason Dembeck (district 5 delegate)  
Michael Kearns (district 6 delegate)  
Michael Johnson (absent)  
Dana Elkind

**I. CALL TO ORDER**

Denise Gammon

**II. APPROVAL OF MINUTES**

October 11, 2007 meeting minutes were attached.

❖ **M/S/C~ (Majerik/Fennelly) unanimous**

**Motion to approve:** minutes as presented.

**III. ADDITIONS TO AGENDA**

None



#### IV. 2007 FINANCIAL REPORT

1) The Executive Director presented budget.

Balance Sheet (As of November 30, 2007)

• Current Assets	\$887,475.00
• Accounts Receivable	\$305,033.95
• Total Assets	\$964,230.93
• Total Liabilities	\$251,155.40
• Total Equity	\$713,075.53
• Total Liabilities & Equity	\$964,230.93

Statement of Activity Budget vs. Actual ~ January through November 2007

• Total Income Y.T.D.	\$1,844,901.48 vs. Budgeted \$1,848,703.83
• Total Expense Y.T.D.	\$1,846,936.68 vs. Budgeted \$1,965,719.93
• Net Income Y.T.D.	\$143,042.89 vs. Budgeted \$190,604.40

  

○ Item #4010- Assessments – Is off by 10% due to the lack of homes constructed and closed.
○ Item #5010 & #5025 – Is down due to not moving in the new office when expected.
○ Item #5400—Is up due to additional hours added at the pool
○ Item # 6010 – Has been largely funded by working capital fee.
○ Item# 7000 – Is to fund alley and park maintenance.

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

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

#### V. 2008 Ratified Operating Budget & Assessment Schedule

Delegates approved and ratified the amount collected for the 2008 budget. The Delegates do not feel the MCA should help pay for the Farmers' Market.

Executive Director will work with Forest City and the Farmers' Market managers to get a plan in place for them to be self sufficient in a certain amount of time.



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

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

**Motion to approve:** 2008 Ratified Budget & Assessment Schedule

## VI. Management Report

- 1) 2008 Contracts
  - Grounds Maintenance=Received 2 bids
  - CTM = 12 ½ cents per square foot
  - Valley Crest= 16 cents square foot

❖ **M/S/C~ ( Majerik/Gammon ~ Unanimous**

**Motion to approve:** CTM contract for three (3) years

Pool Operation = Received 2 bids  
 Wild Iris  
 Apollo Aquatics

Executive Director will see if more bids can be received.

- 2) Alley Repair & Replace Policy

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

**Motion to Approve:** Alley repair and replace policy will be approved after the wording of “priority level 2” is clarified.



3) Friends of Stapleton Parks and Open Space

Discussion about working with Denver Parks and Recreation creating a group/committee for programming in the Stapleton Parks. The board discussion did not support the creation of an additional entity to raise funds for the regional park system since the funds and organizations are already here.

**Executive Director will look in to the possibility of developing a plan in connection with the Community Fee Fund, which can already be utilized for parks and open space projects.**

**VII. Open Delegate Forum**

1) 2008 Delegate & Director Election

The Stapleton MCA will need to hold a special election to replace Michael Johnson who is resigning from the district 4 delegate position.

**Executive Director will have nominations/ballots sent out to the district 4 area.**

**VIII. Open Member Forum**

None

**IX. Meeting Schedule: (2<sup>nd</sup> Wed)**

- 1) Q1 Executive Board: Feb 13<sup>th</sup> Noon-2pm
- 2) Q2 Executive Board: May 14<sup>th</sup> Noon- 2pm