



MASTER COMMUNITY ASSOCIATION, INC.

Meeting of the Executive Board

Stapleton Community Room • 2823 Roslyn St. • Denver, 80238

Wednesday May 20th, 2009 ~ Noon - 2:00 pm.

AGENDA

- | | | |
|---|-------------------|----------|
| I. CALL TO ORDER | D. Gammon | Attached |
| 1) Additions to the Agenda | | |
| 2) Approval of Minutes - February 20, 2009 | | |
| II. FINANCIAL REPORT: | K. Burnett | Attached |
| 1) YTD Financials January – April 2009 | | |
| 2) Delinquent Accounts and Collections | | |
| III. EXECUTIVE BOARD DISCUSSION | D. Gammon | Attached |
| 1) Capital Improvement Policy | | |
| IV. MANAGEMENT REPORT | K. Burnett | |
| 1) Administration | | |
| 2) AMF Maintenance | | |
| 3) Pools & Recreation | | |
| 4) Summer Events | | |
| 5) Repairs & Improvements | | |
| V. OPEN DELEGATE FORUM | M. Kearns | Verbal |
| VI. OPEN MEMBER FORUM | M. Kearns | Verbal |
| VII. 2009 MEETINGSCHEDULE: | D. Gammon | Verbal |
| 1) Q3 Executive Board: August 19 (Noon – 2pm) | | |
| VIII. ADJOURN | D. Gammon | Verbal |



**STAPLETON MASTER COMMUNITY ASSOCIATION
EXECUTIVE BOARD MEETING**

Friday, February 20th, 2009 ~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 (Office Manager)
Paula Deorio (Aquatics Director)
Dana Elkind (district 3 delegate)
Amanda Allshouse (district 1 delegate)
Chantell Taylor (district 4 delegate)
Michael Kearns (district 6 delegate & Board member)
Justin Silverstein (absent)
Lucia Correll (absent)

I. CALL TO ORDER
Denise Gammon

II. APPROVAL OF MINUTES

September 30th/December 15th 2008 (electronic) meeting minutes were attached.

❖ **M/S/C~ (Majerick/Fennelly) unanimous**
Motion to approve: minutes as presented.

III. EXECUTIVE BOARD COMMENTS

1) 2009 Office Appointments

Currently Fennelly has dual roles as treasurer and secretary. It is suggested in article 9 that roles are spread out evenly amongst the board members. Michael Kearns will now serve as secretary on the board.

❖ **M/S/C~ (Gammon/Majerick) unanimous**
Motion to approve: officer appointments.



IV. 2008 Year end FINANCIAL REPORT

1) The Executive Director presented budget.

Balance Sheet (As of December 31, 2008)

• Current Assets	\$1,323,914.96
• Accounts Receivable	\$432,368.53
• Total Assets	\$1,447,957.19
• Total Liabilities	\$351,246.63
• Total Equity	\$1,096,710.56
• Total Liabilities & Equity	\$1,447,957.19

Statement of Activity Budget vs. Actual ~ January through December 2008

• Total Income Y.T.D.	\$2,715,166.69 vs. Budgeted \$2,512,184.00
• Total Expense Y.T.D.	\$2,644,688.27 vs. Budgeted \$2,492,824.00
• Net Income Y.T.D.	\$251,167.23 vs. Budgeted \$315,122.00

- 5320 – Is over due to large amount of water bills were not received.
- 5030 – Assessment management is 20% over budget due to new collection process with more letters being sent out including certified.
- 6010 – Reserve funds is at 97.6% due to interest rate changing

❖ **M/S/C ~ (Kearns/Majerick)~ Unanimous**

Motion to approve: Financial Statement for January through December 2008 as submitted.

V. Management Report

- Administration - INC Dictionary Drive, the MCA would like to donate \$500 for this drive again this year from the community fee.
- Grounds Maintenance – Attached (pg 19) is the “Agreement with District of accepted managed facilities” which is reviewed and agreed to yearly with the district.
- Pools & Recreation – Recreation guides will be going out beginning of March. Swim team will participate at the Annual City Wide Swim Meet which is a part of the Denver Parks and Recreation swim league. Lessons are now 2 week lesson (8 -10 classes). A Water Aerobics/ Triathlon training has now been added to the pool line up.
- Summer Events- Fall Festival is October 11, 2008. All of the movies and concerts were well attended when weather was permitting.
- Repairs & Improvements – 2009 MCA will continue to look at alleys from residents requesting repairs and fix accordingly to “Stapleton Alley Repair Policy”. There will not be any major pool or alley repairs in 2009. Will access if Aviator will need to be plastered in 2010 at the end of the 2009 season.



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

Motion to approve: Management as submitted and community fee request for INC Dictionary Drive.

VI. Open Member Forum

None

VII. 2009 Meeting Schedule:

- 1) Q2 Executive Board: May 20th (Noon – 2pm)
- 2) Q3 Executive Board: August 19th (Noon – 2pm)

Stapleton MCA
Balance Sheet
As of April 30, 2009

	<u>Apr 30, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · MSI Assessment Acct	135,961.13
1015 · MCA Operating Acct	86,456.58
1020 · MCA Operating Reserve	170,873.83
1030 · MCA Community Reserve	575,059.05
1070 · MCA Community Fee Fund	99,042.17
Total Checking/Savings	<u>1,067,392.76</u>
Accounts Receivable	
1110 · Accounts receivable	441,701.13
Total Accounts Receivable	<u>441,701.13</u>
Other Current Assets	
1299 · Undeposited Funds	120.00
1530 · Petty Cash - MSI	1,200.00
Total Other Current Assets	<u>1,320.00</u>
Total Current Assets	1,510,413.89
Fixed Assets	
1630 · Leasehold improvements	92,016.00
1640 · Furniture, fixtures, & equip	35,891.37
Total Fixed Assets	<u>127,907.37</u>
TOTAL ASSETS	<u>1,638,321.26</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts payable	152,183.03
Total Accounts Payable	<u>152,183.03</u>
Credit Cards	
2050 · Credit card	1,578.73
Total Credit Cards	<u>1,578.73</u>
Other Current Liabilities	
2100 · Payroll Liabilities	1,864.06
2200 · Prepaid Assessments	116,853.66
Total Other Current Liabilities	<u>118,717.72</u>
Total Current Liabilities	<u>272,479.48</u>
Total Liabilities	272,479.48
Equity	
3001 · Opening Bal Equity	148,920.30
3010 · Unrestrict (retained earnings)	953,551.68
Net Income	263,369.80
Total Equity	<u>1,365,841.78</u>
TOTAL LIABILITIES & EQUITY	<u>1,638,321.26</u>

5:58 AM

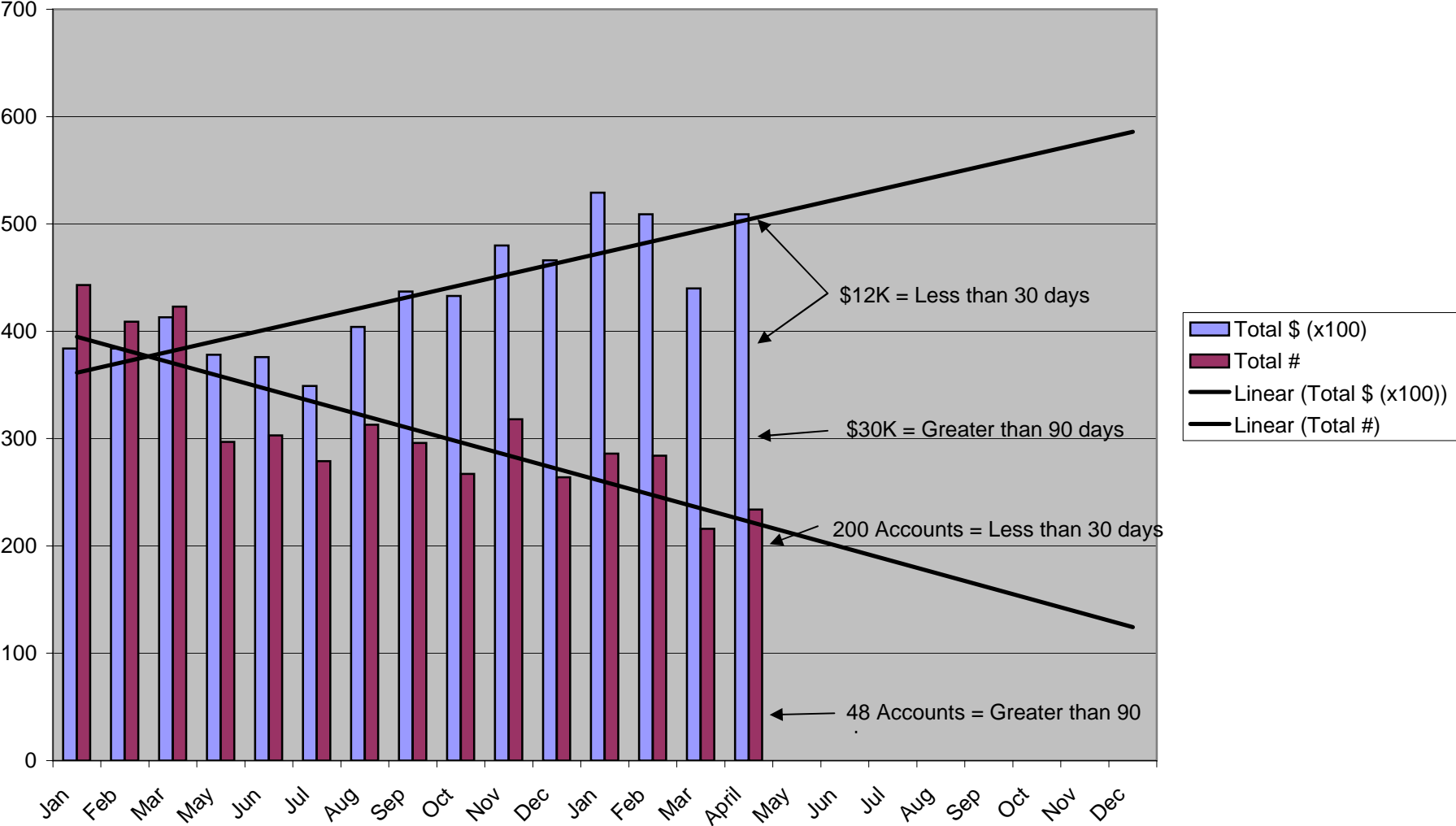
05/18/09

Accrual Basis

Stapleton MCA
Statement of Activity
 January through April 2009

	Jan - Apr 09	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · Assessments	614,792.98	623,684.00	-8,891.02	98.6%
4020 · PCMD	162,696.46	207,800.00	-45,103.54	78.3%
4030 · Working Capital	14,000.00	20,000.00	-6,000.00	70.0%
4040 · Collections	20,944.34	15,700.00	5,244.34	133.4%
4060 · Pool Income	24,948.84			
4080 · Other Income	7,589.71	2,000.00	5,589.71	379.5%
Total Income	844,972.33	869,184.00	-24,211.67	97.2%
Expense				
5010 · Administration & Payroll	122,968.97	164,390.00	-41,421.03	74.8%
5020 · Office & Community Room	27,305.38	35,464.00	-8,158.62	77.0%
5030 · Assessment Management	45,063.71	42,164.00	2,899.71	106.9%
5040 · Professional Services	8,398.68	6,285.00	2,113.68	133.6%
5060 · Insurance	13,540.77	25,284.00	-11,743.23	53.6%
5100 · Programming & Events	25,285.02	45,500.00	-20,214.98	55.6%
5210 · SMCA Operations	127,194.66	120,277.00	6,917.66	105.8%
5220 · SMCA Utilities	12,926.45	24,400.00	-11,473.55	53.0%
5300 · PCMD Operations	151,067.93	186,500.00	-35,432.07	81.0%
5320 · PCMD Utilities	5,322.77	8,300.00	-2,977.23	64.1%
5330 · Central Park	450.00			
5400 · Pool Operations	28,332.83	36,036.00	-7,703.17	78.6%
5500 · Other Expenses	437.00	3,600.00	-3,163.00	12.1%
5900 · Restricted Fund Transfers	85,168.00	85,168.00	0.00	100.0%
Total Expense	653,462.17	783,368.00	-129,905.83	83.4%
Net Ordinary Income	191,510.16	85,816.00	105,694.16	223.2%
Other Income/Expense				
Other Income				
6010 · Reserve Funds	78,712.65	77,768.00	944.65	101.2%
6020 · Improvement Fund	10,000.00	10,000.00	0.00	100.0%
6050 · Community Fund	5,172.64	14,600.00	-9,427.36	35.4%
Total Other Income	93,885.29	102,368.00	-8,482.71	91.7%
Other Expense				
7000 · Reserve Fund Projects	15,100.00	50,000.00	-34,900.00	30.2%
7020 · Improvement Projects	6,425.65			
7050 · Community Fund Projects	500.00			
Total Other Expense	22,025.65	50,000.00	-27,974.35	44.1%
Net Other Income	71,859.64	52,368.00	19,491.64	137.2%
Net Income	263,369.80	138,184.00	125,185.80	190.6%

Delinquent MCA Accounts 2008-2009



**RESOLUTION
OF THE
MASTER COMMUNITY ASSOCIATION, INC.
REGARDING PROCEDURES FOR ADOPTION AND AMENDMENT OF
POLICIES, PROCEDURES, RULES, REGULATIONS, OR GUIDELINES AND FOR
THE ESTABLISHMENT OF COMMITTEES**

SUBJECT: Adoption of a procedure to be followed when adopting policies, procedures, rules, regulations or guidelines (hereinafter "Policy" or "Policies") regarding the operation of the Association and a procedure to be followed when establishing committees for the operation of the Association.

PURPOSE: To adopt a standard procedure to be used in developing Policies in order to facilitate the efficient operation of the Association and to afford Owners an opportunity to provide input and comments on such Policies prior to adoption, and to adopt a procedure to be used when establishing committees of the Association.

AUTHORITY: The Declaration, Bylaws and Articles of Incorporation of the Association and Colorado law, including but not limited to C.R.S. 38-33.3-209.5.

**EFFECTIVE
DATE:** January 1, 2006

RESOLUTION: The Association hereby adopts the following procedures to be followed in adopting Policies of the Association:

1. Scope. The Board of Directors of the Association may, from time to time, adopt or amend certain Policies as may be necessary to facilitate the efficient operation of the Association, including the clarification of ambiguous provisions in other documents, or as may be required by law. In order to encourage Owner participation in the development of such Policies and to insure that such Policies are necessary and properly organized, the Board shall follow the following procedures when adopting or amending any Policy.
2. Drafting Procedure. The Board shall consider the following:
 - (a) Whether the governing documents or Colorado law grants the Board the authority to adopt such a Policy;

- (b) The need for such Policy based upon the scope and importance of the issue and whether the governing documents adequately address the issue; and
- (c) The immediate and long-term impact and implications of the Policy.

3. Notice and Comment. A copy of the proposed Policy shall be provided to all Owners or posted on the Association's website and Owners shall be allowed a minimum of 30 days to provide comment and/or feedback on the proposed Policy.

4. Emergency. The Board may forego the notice and opportunity to comment in the event the Board determines in its sole discretion that providing notice and opportunity to comment is not practical given the emergency nature of such Policy.

5. Adoption Procedure. After the period for Owner comment expires, the Board may adopt or amend Policy. Upon adoption of a Policy, the Policy or notice of such Policy, including the effective date shall be provided to all Owners by any reasonable method as determined in the sole discretion of the Board, including but not limited to posting on the Association's website. In the event notice is provided by posting on the Association's website, all Owners shall be advised that the new or revised Policy is available on the website via the Association's newsletter, if any.

6. Policy Book. The Board of Directors shall keep copies of any and all adopted Policies in a book designated as a Policy Book. Such Policy Book may be kept on the Association's website. The Board of Directors may further categorize Policies, Procedures, Rules and Regulations, Resolutions and Guidelines but shall not be required to do so.

7. Establishment of Committee. As provided in the Bylaws, the Board of Directors may appoint committees as deemed appropriate in carrying out the purposes of the Association. Any such committees deemed necessary or appropriate by the Board shall be established by a resolution of the Board of Directors. Such resolution shall specify the scope and purpose of the committee, the standard operating procedures of the committee, and the extent of the committee's responsibilities, obligations and authority.

8. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.

9. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.


10. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

11. Amendment. This Procedure may be amended from time to time by the Board of Directors.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of the Master Community Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on Nov 15, 2005 and in witness thereof, the undersigned has subscribed his/her name.

MASTER COMMUNITY ASSOCIATION, INC.
a Colorado non-profit corporation,

By: 
President

**RESOLUTION OF THE
MASTER COMMUNITY ASSOCIATION, INC.
REGARDING PROCEDURES FOR CAPITAL IMPROVEMENT PROJECTS
LOCATED WITHIN STAPLETON**

SUBJECT: The Association has set forth rules governing property within its jurisdiction. The Association has furthermore specifically addresses the issue of private property being located in any neighborhood park. The Association recognizes that the nature of the community and use of each neighborhood park will require from time to time the review of improvement projects designed to enhance the usability and functionality of each park.

PURPOSE: This policy is specifically intended to address the process that the Association will use to review and any and all improvement projects located within the jurisdiction of the Association brought to the Executive Board on behalf of any member of the Association. To adopt a standard procedure to be used in developing improvement projects, allocating funding, reviewing projects and to afford the community an opportunity to provide input and comments on such projects prior to commencement of each project.

AUTHORITY: The Declaration, Bylaws and Articles of Incorporation of the Association and Colorado law, including but not limited to C.R.S. 38-33.3-209.5.

**EFFECTIVE
DATE:** July 1, 2009

RESOLUTION: The Association hereby adopts the following procedures to be followed in adopting Improvement Projects brought forth to it on behalf of its Members.

1. Scope. The Board of Directors of the Association may, from time to time decide to make specific improvements to parks located within its jurisdiction. It is critical to ensure that each project is reviewed using the same criteria, giving each identified improvement an individual score which determine if it will be considered for funding and if considered what rank in the priority list it shall receive. Owner participation in the development of such projects will insure that such projects are necessary and properly organized; the Board shall follow the following procedures when adopting or amending each project.

2. Project Consideration. Projects should be brought to the Executive Board for consideration though a formal application process which shall begin with the District Delegate structure outlined in the Association's documents. Project Application forms and instructions shall be available at the MCA office and/ Association website.

3. Established Priority levels of Community Facilities. Community facilities within the Associations jurisdiction are divided into three major categories which the Board may use to wait the importance of any project.

- a. Town Centers
- b. Pool Facilities
- c. Pedestrian / Park Connections
- d. Pocket Parks

4. Reviewing Projects. The Executive Board shall retain the right to review and place each new project on the project priority list by assigning a priority level based upon its specific individual considerations. Among the individual considerations unique to each project, the Board shall also consider the following when determining the placement of each project on the overall priority list of projects being considered:

- a. Safety
- b. Community Need vs. Location of like Amenities
- c. Available Funding

5. Non Allowable Amenities. The Board may develop a list of projects that it **will not** consider for the inclusion to a published priority list. The Board will retain the right to not review any project that includes an amenity that is deemed not allowed in the park type. This list may be amended from time to time by Board action. This list shall be posted on the Association's website. The board may also reject any project that does not have an identified funding source or does not meet the established minimum level for further consideration.

6. Notice and Comment. A copy of the proposed project shall be provided to all Owners and posted on the Association's website and Owners shall be allowed a minimum of 30 days to provide comment on the proposed project.

7. Emergency. The Board may forego the notice and opportunity to comment in the event the Board determines in its sole discretion that providing notice and opportunity to comment is not practical given the

emergency nature of such project. Community safety and preservation of existing assets are both considered under the emergency clause.

8. Adoption Procedure. After the period for Owner comment expires, the Board may adopt or amend any Project. In the event a project is adopted for funding, notice will be provided by posting on the Association's website. All Owners shall be advised of the new or revised project through the association's website in addition to notice being posted on site of the adopted project.

9. Project Book. The Board of Directors shall keep copies of any and all Projects (including received public comments) in a book designated as the Project Book. Such project book shall be kept at the Association's office for public inspection and may be kept on the Association's website.

10. Establishment of Committee. As provided in the Bylaws, the Board of Directors may appoint a committee as deemed appropriate in carrying out the purposes of any Project. Any such committees deemed necessary or appropriate by the Board shall be established by a resolution of the Board of Directors. Such resolution shall specify the scope and purpose of the committee, the standard operating procedures of the committee, and the extent of the committee's responsibilities, obligations and authority.

11. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.

12. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

13. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

14. Amendment. This Procedure may be amended from time to time by the Board of Directors.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of the Association certifies that the foregoing resolution was adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors held on _____ and in witness thereof, the undersigned has subscribed his/her name.

MASTER COMMUNITY ASSOCIATION, INC.

By: _____
Its: President