



**STAPLETON MASTER COMMUNITY ASSOCIATION
EXECUTIVE BOARD MEETING**

Wednesday June 13, 2007 ~12:00 – 2:00 pm.
Forest City Office 7351 E. 29th Avenue
Denver, CO 80238

ATTENDANCE

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

I. CALL TO ORDER

John Lehigh

II. APPROVAL OF MINUTES

March 16, 2007 meeting minutes were attached.

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

III. ADDITIONS TO AGENDA

None



IV. FINANCIAL REPORT

1) The Executive Director presented budget.

Balance Sheet (As of April 30, 2007)

• Current Assets	\$682,967.71
• Accounts Receivable	\$168,996.61
• Total Assets	\$853,164.32
• Total Liabilities	\$113,555.21
• Total Equity	\$739,609.11
• Total Liabilities & Equity	\$853,164.32

Do not have a lot of delinquent accounts, just accounts that are 2 – 3 months late.

The account is watched and then the account is put on an auto pay.

Builders have been informing the buyers that they pay quarterly vs. monthly.

Heidi Majerik will communicate to the builders.

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

- Total Income Y.T.D. \$560,365.00 vs. Budgeted \$595,851.40
 - Total Expense Y.T.D. \$445,659.63 vs. Budgeted \$535,533.16
 - Net Income Y.T.D. \$169,576.47 vs. Budgeted \$172,180.24
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- Item #4010- Assessments – Is off by \$48,419.11 of what had been budgeted due to less closings and \$24k was budgeted in affordable housing, which will be removed for future budgets.
 - Item #4020-PCMD- Is over budget by \$18,173.97, due to taking on more property.
 - Item#4030-Working Capital- Is due to amount of closings coming in.
 - Item #4040- Legal-Is over budget by \$6,114.17 due to change of the accounting system, which consists of reviewing sub association documents and collections.
 - Item#5210-SMCA Operations-Is under by \$23k
 - Item#5410 & #5420- Pools are on track, the pools will be a little more expensive this year due to staffing—need 5 to 6 lifeguards on duty at all times.
 - Item#

❖ M/S/C ~ (Fennely/Lehigh)~ Unanimous

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



V. MANAGEMENT REPORT

Administration

- 1) MCA Offices & Community Room – Will hopefully be open mid July, costs will be about \$40k out of MCA pocket (we will depreciate over 5 years). Office Manager was hired May 16th.
- 2) Auditor finished audits from 2004 to 2006 and will be sent out end of month and will be posted online.

Pools and Aquatics

- 1) All classes are full with a waitlist of up to 10 per class
- 2) Pool entries YTD-7951 (AV-4394 & PJ-3557) with only 472 public entries
- 3) Currently Seniors 55 over not tracked, Staff is recommending that we increase the age to 65 or 70.
- 4) Pool Closures policy (2-4 or 6-12 hours) all depends on chemical levels. Circulation of the water (2hrs/10k gallons).

Executive Director will get an article in the July Front Porch regarding the pools, closure policy and the staff turn over due to the residence be rude to the staff.

Community Events

- 1) Spring Fling (attendance=1200), Movie night June 8th (attendance=500), Concert on the Green June 16th (Hazel Miller), Markets and Upcoming Events (4th of July/Blues & BBQ, Parade, Pool events).

Community Maintenance/Facilities

- 1) Denver Water is stating they have under billed us for years to the amount of \$36K. We will have a hearing at the end of the month. Working with contractor to reconcile what water is. Executive Director will work with Derrick Brown, Jim Godwin and Heidi Majerik to go over water bills and review locations.
- 2) West Crescent Fountains- Electronics are starting to fail due to environment. Executive Director will look into solutions for the electronics.
- 3) Reviewing and renewing contracts for 2008-2010 for MCA and District Property. Executive Director will have information for the September meeting, so the board can go over.

❖ **M/S/C ~ (Fennely/Lehigh)~ Unanimous**
Motion to accept manager's report

VI. OLD BUSINESS

Nothing to report



VII. NEW BUSINESS

- 1) Mosquito Control- PCMD, Bluff Lake and Denver Parks & Recreation all are participating in a mosquito control program. MCA has received several requests for us to participate in an additional program. The MCA has looked in to the costs for and additional program, which would probably have no effect.
The Board has requested an article be written in the Front Porch regarding what is being done. But the Board does not feel this is something the MCA should participate in.
- 2) Alley Maintenance- MCA has been receiving calls regarding alleys needing repair. We have worked with Mortenson on their warranty regulations, as well as called the City to find out their regulations—which is none. The MCA is actively involved in the alley walk through once they are completed and turned over.
Executive Director is going to meet with experts on alleys and figure out what the practical solution for the repairs would be for repairs resulting in safety issues, not cosmetic repairs.
- 3) Filing 6 Playground-MCA has received some complaints regarding the playground structure. The Board would like to get a survey out to residents regarding the use of this playground and if they would want it replaced (be willing to pay to have it replaced). Get consensuses from the community regarding this issue.
- 4) Design Review Committee/Policies-Board needs to set up policies to define what the committee is, how it is appointed and what it is supposed to review. Executive Director will come up with criteria, 3 out of the 5 people will need to have some architectural background and send it out to the residents to apply. The Board will approve the criteria and the members.

VIII. Open Forum-

- 1) Layout Board Process- Board would like to add member. 4th board member can be added once 25% of the property has been conveyed (sold lots out of declarants hands), which would be end of 2007 beginning of 2008.
- 2) Private Security- Board has decided not to pursue
- 3) DR Horton vacant lot- Issues regarding safety for current surrounding residents. Delegates will continue to talk to residents and see if they feel it is a hazard. Heidi Majerik will look in to the safety issues and notify DR Horton.

IX. 2007 Meeting Schedule: (locations to be determined)

- 1) Thursday, September 13, 2007
- 2) Thursday, November 15, 2007