



**STAPLETON MASTER COMMUNITY ASSOCIATION  
EXECUTIVE BOARD MEETING**

Wednesday, February 13<sup>th</sup>, 2008 ~12:00 – 2:00 pm.  
Stapleton Community Room  
2823 Roslyn Street  
Denver, CO 80238

**ATTENDANCE**

Heidi Majerik (Vice President)  
Brian Fennelly (Secretary/Treasurer)  
Keven Burnett (SMCA Executive Director)  
Jenifer Graham (SMCA Office Manager)  
Dana Elkind (district 3 delegate)  
Jason Dembeck (district 5 delegate)  
Michael Kearns (district 6 delegate & Board member)  
Denise Gammon (Absent)  
Justin Silverstein (Absent)

**I. CALL TO ORDER**

Heidi Majerik

**II. APPROVAL OF MINUTES**

December 18, 2007 meeting minutes were attached.

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

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

**III. ADDITIONS TO AGENDA**

None

**IV. 2007 Year End FINANCIAL REPORT**

1) The Executive Director presented 2007 Year end financials.

Balance Sheet (As of December 31, 2007)



• Current Assets	\$1,058,601.21
• Accounts Receivable	\$379,168.55
• Total Assets	\$1,135,357.14
• Total Liabilities	\$290,048.73
• Total Equity	\$845,308.41
• Total Liabilities & Equity	\$1,135,357.14

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

• Total Income Y.T.D.	\$2,070,444.69 vs. Budgeted \$2,054,715.55
• Total Expense Y.T.D.	\$1,970,795.99 vs. Budgeted \$2,054,715.55
• Net Income Y.T.D.	\$275,275.77 vs. Budgeted \$335,586.00

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

**Motion to approve:** 2007 Year end financials as submitted.

2) Update collection Policy-Executive Director presented a new proposed Collection Policy to be as follows;

**New Collection Policy**

	<b>Affordable</b>	<b>Regular</b>
1st Month – Letter Without Late Fee	\$20.40	\$36.00
2nd Month – Letter With Late Fee	\$56.42	\$88.08
3rd Month – Letter with Late Fee	\$92.97	\$140.94
4th Month – Intent to File Lien (Certified)	\$135.13	\$199.95
5th Month – Offer Payment Option/File Lien (Certified)	\$252.92	\$334.24
6th Month – Turn Over	\$292.41	\$390.79

**Notes:**

1. Payment plan will be \$30 per month until account is brought current. Failure to make payments on the plan will result in the account being turned over to the attorney.
2. Per the US Postal Service; with Certified Mail you can be sure your article arrived at its destination with access to online delivery information. When you use Certified Mail, you receive a receipt stamped with the date of mailing. A unique article number allows you to verify delivery on line.

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

**Motion to approve:** New collection process as submitted and re-evaluate in 6 months to 1 year the progress.



## V. Management Report

### 1. Administration

- A. 501c4 has been submitted to IRS
- B. INC Dictionary Drive Support-would like to support the Annual Dictionary Drive, which will include purchasing 70 of them for 3<sup>rd</sup> graders at Stapleton Schools- Board is in support of using community funds to do this.

### 2. Grounds Maintenance

Executive Director included the "Legal Description of Association Managed Facilities" document with page 25 added.

### 3. Pools & Recreation

- A. Summer recreation guides are in process and will be mailed out to resident by end of month. Currently are looking at staggering the pool hours depending on the need and use of the pool.

### 4. Summer Events

Current Events calendar is included in packet. Forest City will create the magnet and send out to the residents, event is also on the websites.

### 5. Repairs & Improvements

- A. Pool Furniture

Executive Director presented the updated pool furniture and pricing plan to the Board. This plan would include replacing, adding and a maintenance program for the new pool furniture.

Furniture inventory currently consists of:

Chaise Lounge – Dining Chairs – Sand Chairs (new) – 48"tables – Side Tables – Umbrellas & Base

Option 1: Bring all pools up to Optimal level.

Cost = \$56,575

Quantity; 60-75-30-15-15-15

Option 2: Bring Aviator and PJ up to Optimal level and operate F-15 at Baseline level for year 1.

Cost=\$37,267

Quantity; 60-75-30-15-15-15

Option 3: Operate all pools at Baseline level.

Cost=\$18,871

Quantity; 50-60-0-6-15-6

Option 4: Compromise for all pools between Baseline and Optimal.

Cost= \$31,940

Quantity; 60-60-30-10-20-10

❖ M/S/C ~ (Fennelly/Kearns)~ Unanimous

**Motion to approve:** Management Report as submitted to order pool equipment and participate in the INC Dictionary Drive.



**V. Open Delegate Forum**

**1. District 4 Delegate**

Delegates would like to amend the Bylaws of 15.3 to give the Board the ability to accept or deny a nomination if only one district nomination is received.

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

**Motion to amend bylaws after Executive Director verifies with legal department.**

**VI. Meeting Schedule:**

- 1) Q2 Executive Board: May 14<sup>th</sup> Noon-2pm
- 2) Q3 Executive Board: August 13<sup>th</sup> Noon- 2pm

**VII. ADJOURN**