



**STAPLETON MASTER COMMUNITY ASSOCIATION  
EXECUTIVE BOARD MEETING**

Wednesday, May 22<sup>nd</sup>, 2008 ~12:00 – 2:00 pm.  
Stapleton Community Room  
2823 Roslyn Street  
Denver, CO 80238

**ATTENDANCE**

Denise Gammon (Absent)  
Heidi Majerik (Vice President)  
Brian Fennelly (Secretary/Treasurer)  
Keven Burnett (SMCA Executive Director)  
Jenifer Graham (Absent)  
Dana Elkind (district 3 delegate)  
Jason Dembeck (district 5 delegate)  
Michael Kearns (district 6 delegate & Board member)  
Justin Silverstein (district 2 delegate)

**I. CALL TO ORDER**

Heidi Majerik

**II. APPROVAL OF MINUTES**

February 13<sup>th</sup>, 2008 meeting minutes were attached.

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

**III. ADDITIONS TO AGENDA**

None

**IV. 2008 FINANCIAL REPORT**

1) The Executive Director presented current financials



Balance Sheet (As of March 31, 2008)

• Current Assets	\$737,719.70
• Accounts Receivable	\$388,711.19
• Total Assets	\$1,230,876.46
• Total Liabilities	\$202,460.27
• Total Equity	\$1,028,416.19
• Total Liabilities & Equity	\$1,230,876.46

- Item #1110 - accounts receivable other line-is funds borrowed from SMCA to be used to pay for the construction of the office space and funds that were given from Forest City. This will be paid back to ourselves over the next 5 years.
- Item #1530 – is petty cash is used at MSI on a monthly basis for office supplies as needed. This was an agreement that was inherited with the original contract, we can go back to re-negotiate the \$1200 fee.
- Item #1630 – MCA has purchased some equipment and furniture with the expansion of the space.

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

• Total Income Y.T.D.	\$579,362.19 vs. Budgeted \$614,291.00
• Total Expense Y.T.D.	\$431,661.15 vs. Budgeted \$506,881.00
• Net Income Y.T.D.	\$183,114.78 vs. Budgeted \$181,349.00

- Item #4020 – (Income) Park Creek Metro District is shows slightly over budget due to timing.
- Item #4040 – (Income) Legal income is down due to not going after assessment dues and the ability of notifying residents before they are really late.
- Item #4050 – (Income) Community fee is deposited in to its own bank account which reflects this at item #6050.
- Item #4080 – (Income) Other Income- Community room rental fees
- Item #5025 – (Expense) Community Room is at \$11,064.68, which are hard costs (utilities, rent ect.)
- Item #5030 – (Expense) Assessment Management (MSI) is up due to mailers and new properties coming online. MSI has a 3 year contract. Executive Director will talk to MSI about their lack of timely responses to calls received (work on a protocol).
- Item #5900 - (Expense) \$7000 is payment over to community improvement fund and \$7000 is community fee was not deposited until April.
- Item # 7000 – (Other Expense) – Reserve fund projects was alley replacement
- Item #7050 – (Other Expense) - Community fee projects- The SMCA purchased dictionaries for the third graders at all the Stapleton Schools.



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

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

#### **V. Management Report**

- Administration – Store front presence is helpful to residents. Internet site is up and running for questions.
  - Grounds Maintenance – CTM is constantly trying to up their level of service, even with all of the new land transferred over.
  - Pools & Recreation – F15 pool will be open weekend of May 24<sup>th</sup> given the pool can be heated in time and chemicals are set to the legal balance. The SMCA has purchased new furniture and colorful umbrellas. Pool hours are Puddle Jumper 10-6pm, F15 11-7pm and Aviator 12-8pm for open swim.
  - Summer Events – Attached schedule
  - Repairs & Improvements – Executive Director outlined three projects that will begin as part of the Capital Improvement fund.
1. Restrung tree lights located within west crescent enabling the low voltage wire to go into conduit and using a junction box to attach the down lights. This will allow for the lights to be fixed and focused at specific angles and heights increasing the effectiveness of the lights. This will also reduce the likelihood of the wires being pulled from the tree by kids and teens.
  2. Adding a dehumidifier and conditioning unit to the two underground vaults. This will reduce significantly the corrosion of all the electronic equipment that is located in the vaults. Currently the heat and humidity is causing the substantial amount of electronics to corrode and fail prematurely
  3. Adding additional pedestrian lighting to Founders Green. This will be very beneficial in making events that go into the late evening, such as the movies much safer as folks are exiting the green at night.

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

**Motion to approve:** Management Report as presented

Community Fee Requests- \$10,000 Stapleton Greenway Garden (DUG)- sod removal, path, irrigation, fencing, tool shed, planting and shade structures (80 plots). The board supports a Community fee grant to the Stapleton Community Garden for \$2,500.

Stapleton Foundation has requested \$7500 to fund an overlap teaching program. This grant will go towards filling a vital funding gap allowing Bill Roberts to keep two long term teaches at the school. The board supports a Community Fee grant to the Stapleton Foundation for the Bill Roberts funding request of \$1,000.



❖ M/S/C~ (Fennelly / Majerik) ~

**Motion to approve: Grants.**

**VI. Open Delegate Forum**

It was discussed by the delegates that they would like to return to the regular monthly updates with the Executive Director. It was determined that the second Wednesday of each month would be set aside for this delegate meeting. Meetings will be held from noon to 1:30 at the Stapleton Community Room. Meetings will usually not be held if an Executive Board meeting is scheduled that same month.

**VII. Open Member Forum**

None

**VIII. Meeting Schedule:**

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

Respectively Submitted

A handwritten signature in black ink that reads "Keven A. Burnett".

Keven A. Burnett  
Executive Director