

# Master Community Association



## Q4 Executive Board Meeting

Thursday, November 21, 2013 ~ 12:00 – 1:30 pm.

Stapleton Community Room

2823 Roslyn Street

Denver, CO 80238

### ATTENDANCE

Heidi Majerik (President)  
Brian Fennelly (Treasurer)  
Keven Burnett (SMCA Executive Director)  
Michael Kearns (Resident Board Member/Vice President)  
George Pavlik (District 1 Delegate)  
Gregg Looker (District 2 Delegate)  
Dana Elkind (District 3 Delegate)  
Paula Deorio (Aquatic Director)  
Jennifer Graham (Business & HR Manager)  
Diane Deeter (Program & Events Director)

### ABSENT

Lee Ferguson (Secretary)  
Diana Kearns (District 4 Delegate)  
Tim Wilson (District 5 Delegate)  
Thomas Atwood (District 6 Delegate)

### **I. CALL TO ORDER**

Heidi Majerik

### **II. APPROVAL OF MINUTES**

August 21, 2013 meeting minutes were attached.

❖ **M/S/C~ (M.Kearns/B.Fennelly)**

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

### **III. GOVERNANCE**

2013 Policy Update of Collecting Unpaid Assessments

- House Bill (1276) assures that the homeowner can do a payment plan for unpaid assessments. Stapleton MCA has always allowed payment plans and it has been successful. Payment plans can be longer than six months, not shorter.

### **IV. PROPOSED BUDGET**

#### 2014 Community Statistics

- |                                    |                  |
|------------------------------------|------------------|
| • Estimated Population             | 15,250           |
| • Number of Residential Properties | 4,950 (+350)     |
| • Number of Rental Properties      | 1,247 (+460)     |
| • Number of Business Entities      | 90 (+5)          |
| • Total Commercial Units           | 867 (+167)       |
| • Total Alley Surface Maintained   | 37.8 Miles       |
| • Pool/Aquatic Facilities Managed  | 5                |
| • Parks Managed                    | 25/40 Acres      |
| • Parkways Maintained              | 5 Miles/14 Acres |
| • ROW Managed                      | 60 Acres         |
| • Full/Part Time Employees         | 12               |
| • Seasonal Employees               | 145              |

## 2014 Budget Assumptions

- Residential Assessments to increase by \$2/month (\$40/month)
- Estimated units as of January 1, 2014 is 4950
- Sales will continue at a rate of 35-45 per month
- Rental properties will increase to 1247 by mid-2014
- Commercial Development will increase to 867 by summer 2014
- Top tier commercial assessment rate will increase the same percentage. (\$4.60-\$14.40)
- An additional swimming pool and performance venue will come online in mid-2014 (Conservatory Green).

## Administration

- Will maintain operations with 6 full time staff, recruiting in early January for a Facility Manager
- Will increase support staff, two hourly positions that will focus on increased daily demands of Front Desk operations and aquatic programming training.
- Will maintain Roslyn St Office to house front desk, training areas and community room. Will add additional 2500 sf office space located in the 29<sup>th</sup> Avenue Town Center for administration function.
- Will oversee contracts with MSI to bill and collect assessments from approximately 6000 residential and commercial owners.

## Aquatics and Recreation

- Will hire and train a seasonal staff of approximately 140 seasonal staff to operate pools from Memorial Day to Labor Day with an estimated usage of 130,000 visits.
- Will operate pool concessions and offer swim programs to the community including swim team, learn to swim and adult programs.
- Resident card fees will remain \$20 per year

## Community Programming

- Continue to provide Core Community Programming – Markets on the green, Movies on the Green, Concerts on the Green, Friday Night Flights, Wine on Wednesday, Theater on the Green, July 4<sup>th</sup> Pancake Breakfast and Parade, Stapleton Beer Festival, Stapleton Rocks, Spring Egg Scramble, Winter Welcome and Town Center Lighting, Active Minds, Inc.
- Will work to develop unique programming for the North Green.
- Develop a partnership with Sam Gary Library to support added community programming. (focus on tweens & teens)
- Will continue to partner with Central Park Recreation Center to support added community programming. (focus on tweens & teens)

## Statement of Activity Jan-Sept 2013

• Income (4000 series)	\$3,561,513.79	Budget	\$3,453,377.00
• Expense (5000 series)	\$3,563,516.83	Budget	\$3,525,122.00
• Net Ordinary Income	-\$2,000.04	Budget	-\$71,745.00
• Other Income	\$491,778.19	Budget	\$489,207.00
• Net Income	\$222,571.17	Budget	-\$152,538.00

## Balance Sheet (as of June 30, 2013)

• Current Assets	\$2,136,539.48 (\$793,731.95-is in long term investments)
• Accounts Receivable	\$284,815.77
• Total Assets	\$2,287,553.95
• Total Liabilities	\$357,231.69
• Total Equity	\$1,930,322.26
• Total Liabilities & Equity	\$2,287,553.95

⇒ Ordinary Income up 2.8% or \$69,000, Total Revenues up 3% or \$108,000 and Total Expense Over 1% or \$38,000. Overage in expense balances with the increase in total revenues.

⇒ Third quarter numbers are reflective of year end totals, as most programming is complete for the year.

⇒ On track with the Reserve Fund. What is not spent from the Other Income/Expense section will go into this reserve fund.

- ❖ **M/S/C ~ (Delegates~Looker/Pavlik)  
(Board~M.Kearns/Looker)**

**Motion to approve:** 2014 Ratified Budget

## **V. ANNUAL MEMBERS MEETING & DELEGATE ELECTION**

## 2014 Delegate Election

2014 Current Delegates Reinstated		2014 Open & Contested Seats	
<b>District 1 (Bluff Lake/Eastbridge)</b> (Filings 12, 16,20, 21, 35, EB TC)	<b>George Pavlik</b>	<b>District 4 (Southend)</b> (Filings 6, 8, 10, 17, 22, 24, 30)	<b>Caroline Batorwicz</b> <b>Margaret Dugan</b> <b>Mark Mehringer</b> <b>Jessica Ostermick</b> <b>Michael Rafferty</b>
<b>District 2 (29<sup>th</sup> Ave)</b> (Filings 2, 4)	<b>Gregg Looker</b>	<b>District 5 (Eastbridge)</b> (Filings 11, 15, A1, A2)	<b>Tim Wilson</b> <b>Angela Lombard</b>
<b>District 3 (29<sup>th</sup> Ave)</b> (Filings 3, 5, 9)	<b>Dana Elkind</b>	<b>District 8 (Conservatory Green)</b> (Filings 23, 26, 28, 36, 42)	<b>Brandy Bishop</b>
<b>District 6 (Central Park North/West)</b> (Filings 18, 19, 32)	<b>Thomas Atwood</b>		
<b>District 7</b> (All Filings North of Smith Road)	<b>Lee Ferguson</b>		

### Delegate Election Nomination and Election Process

- Nominations for the open Delegate seats were taken up to the Annual Members Meeting on November 13, 2013.
- Members of the open District areas can vote via electronic ballot or paper ballot between November 13 until December 18 at Noon.
- Votes will be tallied and the nominee with the most votes will retain the open Delegate seat for 2014.

## VI. UPCOMING MEETING SCHEDULE

*\*Members wishing to attend a meeting of the Executive Board or Delegates should RSVP planned attendance so adequate space can be arranged. To RSVP attendance please email: Name, Address & Phone Number to [board@stapletoncommunity.com](mailto:board@stapletoncommunity.com).*

- 1) Delegate Meeting – December 18, 2013 (Noon)
- 2) Board Meeting - February 19, 2014 (Noon)