

Master Community Association



Q1 Executive Board Meeting

Wednesday, February 19, 2014 ~12:00 – 1:30 pm.
Stapleton Community Room
2823 Roslyn Street
Denver, CO 80238

ATTENDANCE

Heidi Majerik (President)
Lee Ferguson (Secretary)
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)
Jessica Ostermick (District 4 Delegate)
Tim Wilson (District 5 Delegate)
Thomas Atwood (District 6 Delegate)
Brandy Bishop (District 8 Delegate)
Jenifer Graham (Business Manager)
Diane Deeter (Program & Events Director)
Paula Deorio (Aquatics Director)
Tony Henkenberns (Facilities Manager)

ABSENT

Brian Fennelly (Treasurer)

I. CALL TO ORDER

Heidi Majerik

II. APPROVAL OF MINUTES

November 21, 2013 meeting minutes were attached.

❖ M/S/C~ (M. Kearns/Ferguson)

Motion to approve: minutes as presented.

III. GOVERNANCE:

CCR's & Bylaws

These documents can be found on the website at www.stapletoncommunity.com. Stapleton Master is the second largest HOA organization in Colorado, the association is regulated by DORA, Division of Real Estate.

- Have three levels of members: Residential, Rentals (Apartments only), Commercial
- End of 2013 totals Residential (5152), Rentals (Apartments only) 1277, Commercial 867

Appointment of Officers

- Executive Board Open Seat – 3 year term, one nomination (Michael Kearns)
- Michael Kearns was voted in as a Resident Board Member for a 3 year term, 2014-2017.
- All other Board Members will remain the same:
 - Heidi Majerik – President
 - Michael Kearns – Vice President
 - Brian Fennelly – Treasurer
 - Lee Ferguson - Secretary

Committees to remain intact

- Design Review Committee- Delegates, Lisa Hall (Forest City Builder Program Manager) and Board Resident Members. Look in the future to have an election process.

❖ M/S/C~ (Kearns/Ferguson)

Motion to approve: Appointment of board member and keeping committees/current board members intact.

IV. FINANCIAL REPORT:

The Executive Director presented financials

Statement of Activity Jan – Dec 2013

• Income (4000 series)	\$4,530,250.29	Budget	\$4,367,558.00
• Expense (5000 series)	\$4,466,639.03	Budget	\$4,367,551.00
• Net Ordinary Income	\$63,611.26	Budget	\$7.00
• Other Income	\$656,554.88	Budget	\$652,276.00
• Net Income	\$203,710.30	Budget	\$82,283.00

Balance Sheet (as of December 31, 2013)

• Current Assets	\$2,051,916.10	(\$794,487.03-is in long term investments)
• Accounts Receivable	\$254,524.92	
• Total Assets	\$2,272,723.83	
• Total Liabilities	\$523,289.73	
• Total Equity	\$1,911,461.39	
• Total Liabilities & Equity	\$2,434,751.12	

- ⇒ Earned income about 4 Million, 104% of the top line. Most of which coming from assessments.
- ⇒ Events, Aquatics, Rentals, Special Services (Water Service) had high percentages of income in 2013.
- ⇒ Professional Services, Events and Aquatic Programming had an increase in expense due to equipment rentals & payroll (Events), Signs/Graphics (Professional Services), increased lessons = increased payroll (Aquatics).
- ⇒ The MCA operates a zero based budget, 2013 had an additional \$63,611.26 in net income, which will be utilized in the capital improvement budget in 2014.

- ❖ **M/S/C ~ (Kearns/Ferguson)**
Motion to approve: Financial Report

V. MANAGEMENT REPORT

Facilities – Keven Burnett, Executive Director

- The MCA is exploring space in the 29th Ave Town Center. The space would be on the third floor above the dry cleaners, the MCA is still working with Forest City on the terms of the possible five year lease. The space that the MCA is housed in would grow from 3000 square feet to 5500 square feet. It will provide the MCA with adequate space for employees and storage. This would also allow ample space for rentals.

Aquatics – Paula Deorio, Aquatic Director

- Aquatic guide set to go out, in mailboxes by beginning of March. It was completed in house this year by Dani Mead, Communication Coordinator.
- Recruitment has begun for seasonal staff. Looking for upwards of 140 total summer seasonal staff. Attending a few job fairs to assist with recruitment.
- Registration for summer programs begins online on April 1 at noon. 25% of lessons have been added for the 2014 season.
- Swim Team registration will begin on March 15 at noon. The swim teams will not have maximums this season, the MCA will be able to accommodate up to 500 swimmers.
- North facilities are not currently programmed, will look to offer programming once they are open.

Programming – Diane Deeter, Programming & Events Director

- Sponsorship information is out to 2013 sponsors. Already have four 'Dreamliner' sponsorships taken, looking for four more. These encompass all summer events. Aquatic sponsorships will be completed by a lottery. A new sponsorship this season is the Restaurant sponsorship, it will allow a sign behind the front desk and fliers to the restaurant at the facility. The next sponsorship is swim team, which there is already one sponsor!
- Event calendar passed out, will be included in the Front Porch in the May issue.
- Summer movie titles will come out in March. The MCA is looking for input for the series. The following factors are taken into consideration by the MCA when choosing movies:
 - Appeal to a diverse crowd (Older adults, families, singles, tweens, children)
 - Disney Restrictions
 - Length of Movie (lighter later in June, need shorter movies)
- Additional Theatre dates have been added for the 2014 season, theatre will be offered June-October tentatively.
- Exploring programming options for the Conservatory Green/Northfield neighborhoods. Stapleton Rocks will take place in Northfield in September 2014.

VI. UPCOMING MEETING SCHEDULE

- 1) Delegate Meeting – March 19 (Noon)
- 2) Delegate Meeting – April 16 (Noon)
- 3) Executive Board Meeting – May 14 (Noon)