

Master Community Association



Q2 Executive Board Meeting

Wednesday, May 20, 2015 ~12:00 – 1:30 pm.

Stapleton Community Room

7350 E. 29th Ave, Suite 300

Denver, CO 80238

ATTENDANCE

Brian Fennelly, President

George Pavlik, Vice President

Lee Ferguson, Treasurer

Gregg Looker, Resident Board Member/Secretary/District 2

Tim Hampton, District 1 Delegate

Dana Elkind, District 3 Delegate

Thomas Atwood, District 6 Delegate

Brandy Bishop, District 8 Delegate

Keven Burnett, SMCA Executive Director

Jenifer Graham, SMCA Business Director

Diane Deeter, SMCA Programming Director

Paula Deorio, SMCA Aquatic Director

ABSENT

Jessica Ostermick, District 4 Delegate

Tim Wilson, District 5 Delegate

Tasha Jones, Forest City

I. CALL TO ORDER

Brian Fennelly

II. APPROVAL OF MINUTES

February 18, 2015 meeting minutes were attached.

❖ **M/S/C~ (Pavlik/Ferguson)**

Motion to approve: minutes as presented.

III. FINANCIAL REPORT

The Executive Director presented financials

Statement of Activity Jan – Mar 2015

• Income (4000 series)	\$1,341,342.01	Budget	\$1,256,791.00
• Expense (5000 series)	\$921,304.93	Budget	\$963,820.44
• Net Ordinary Income	\$420,037.08	Budget	\$292,970.56
• Other Income	\$159,249.82	Budget	\$130,284.00
• Net Income	\$358,027.41	Budget	\$423,254.56

Balance Sheet (as of March 31, 2015)

• Current Assets	\$2,289,379.44 (\$800,650.03-is in long term investments)
• Accounts Receivable	\$544,505.51

Master Community Association



• Total Assets	\$3,387,369.41
• Total Liabilities	\$731,759.76
• Total Equity	\$2,655,609.65
• Total Liabilities & Equity	\$3,387,369.41

- ⇒ Made improvements to MCA office and added shade structures to Conservatory Green and Founders Green, is this why there is a reduction in cash.
- ⇒ Tracking on schedule for programs and aquatics on income.
- ⇒ Improvement projects include alley maintenance and tree replacements.
- ⇒ Decline in residential assessments, down to \$16,911.
- ⇒ Investment fund has gained 8%, which is conservative investment portfolio but it continues to grow.
- ❖ **M/S/C ~ (Pavlik/Ferguson)**
Motion to approve: Financial Report

2014 AUDIT

- The Business Director and Executive Director have met with the audit team, they have the 2014 SMCA information.
- Draft report to be out in July, finalized report will be brought to the Board in August.
- Extension for the 990 has been put in, due in August.

IV. GOVERNANCE

DORA Licensing

- Must have one licensed manager at the organization. The Executive Director is taking the steps to become licensed.
- The process takes about a year, requires background check and fingerprinting.
- 24 hour training and test, which has been completed. Final state test will be completed by July 1, 2015.

Section 7.6 Violations

- Section 7.6 is in the MCA's CCR's which is the master governing documents. This section includes maintaining property (maintenance of lawns, trees, etc).
- The MCA responds to complaints when received, by inspecting the property, issuing letters and charging fines.
 - The Executive Director would like to propose assembling a Compliance Committee for rule making and compliance.
 - The committee would consist of board/delegates/staff. This would be a volunteer position, 5-7 people.
 - Volunteers that are interested in being on the committee:
 - Brandy Bishop, Delegate
 - George Pavlik, Board Member
 - Gregg Looker, Board Member
 - Tasha Jones, Forest City Representative
 - Dana Elkind, Delegate
 - Keven Burnett, SMCA Executive Director
 - Tim Hampton, Delegate

- ❖ **M/S/C ~ (Pavlik/Ferguson)**
Motion to approve: Establish of Committee for Rule Making and Compliance

Master Community Association



V. MANAGEMENT REPORT

Aquatics – Paula Deorio, Aquatic Director

- Prepping the pools for opening. Aviator was resurfaced this year as well as a new shade structure.
- Pools open May 23 at noon, DJ's will be at the pools on Memorial Day.
- Swim Team began May 18, there is about 340 swimmers on 2015 Stingray swim team.
- There are about 2030 participants in aquatic programs, and have about 200 nonresidents currently registered.
- Have new lawn games, can be rented for party pad reservations and after hour reservations. They will also be available for Family Nights.
- There will be soda machines on pool decks, the MCA is partnering with Coca Cola.

Programming – Diane Deeter, Programming & Events Director

- 2015 Calendar of events was distributed.
- Two stage covers are currently being constructed, at Founders and Conservatory Greens.

Facilities – Keven Burnett, SMCA Director

- Conservatory Green event space is moving forward. Design process will begin this month. Architects and construction team compiled.
- Further information will be brought to the next Board Meeting.
- Mosquito mitigation contract still in place for 2015.

VI. UPCOMING MEETING SCHEDULE

- 1) Delegate Forum – July 15 (Noon)
- 2) Executive Board Meeting – August 19 (Noon)
- 3) Delegate Forum – September 16 (Noon)
- 4) Delegate Forum – October 21 (Noon)