

# Master Community Association



## Q1 Executive Board Meeting

Wednesday, February 17, 2016 ~ 12:00 – 1:30 pm.  
Stapleton MCA Community Room  
7350 E. 29<sup>th</sup> Ave., Suite 300  
Denver, CO 80238

### ATTENDANCE

#### **Executive Board**

Brian Fennelly (President)  
Lee Ferguson (Treasurer)  
George Pavlik (Vice President)  
Gregg Looker (Exec. Board Secretary/District 2 Delegate)

#### **Community Delegates**

Tim Hampton (District 1)  
Dana Elkind (District 3)  
Christie Spilsted (District 4)  
Thomas Atwood (District 6)  
Brandy Bishop (District 8)  
Michael Villegas (District 9)

#### **MCA Staff**

Keven Burnett (Executive Director)  
Jenifer Graham (Admin Director)  
Diane Deeter (Program & Events Director)  
Paula Deorio (Aquatic Director)

### ABSENT

Tasha Jones (FC Director)  
Andrew Bartlett (District 5)

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

Brian Fennelly (President) called the meeting to order

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

November 10, 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 December 31, 2015**

• Income (4000 series)	\$5,663,529.29	vs.	Budget \$5,445,492.00	+\$218,037.29
• Expense (5000 series)	\$5,481,951.74	vs.	Budget \$5,355,826.98	+\$126,124.76
• Net Ordinary Income	\$181,577.55	vs.	Budget \$89,665.02	+\$91,912.53
• Reserve/Improvement	\$616,223.85	vs.	Budget \$521,136.00	+\$95,087.85

#### **Revenue & Expense Highlights**

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- ⇒ Ended year above budget, additional funds will be moved to reserved funds for future improvement projects.
- ⇒ Income at 104%, 4% over budgeted number. These monies are primarily derived from assessments, with an increase in Builder/Developer Assessment accounts. Residential assessments account for about 50% of the revenue.
- ⇒ Expense side ended the year a little over budgeted numbers at 102%, this is due to the MCA continually taking on additional projects and properties.
- ⇒ Park maintenance over budget due to late spring snow storms in 2015 as well as large snow storms the end of the year. When the City declares a major snow event, the MCA is charged with clearing a lane in the 35 miles of alley within Stapleton.
- ⇒ \$48,000 will be put into the reserve/improvement fund.

## **Balance Sheet (as of December 31, 2015 vs. December 31, 2014)**

• Current Assets	\$2,138,616.99	vs.	\$2,150,983.33	-\$12,366.34
○ Operating Funds	\$557,150.88	vs.	\$536,661.18	+20,489.70
○ Reserve Funds	\$1,375,004.73	vs.	\$1,435,423.32	-\$60,418.59
○ Community Fee Fund	\$206,461.38	vs.	\$178,898.83	+27,562.55
• Accounts Receivable	\$328,854.38	vs.	\$295,216.47	+33,637.91
• Accounts Payable	\$84,868.40	vs.	\$170,489.90	-\$85,621.50
• Total Assets	\$2,907,870.98	vs.	\$2,799,466.66	+3.9%
• Total Liabilities	\$324,658.44	vs.	\$417,084.06	-22.2%
• Total Equity	\$2,583,212.54	vs.	\$2,382,382.60	+8.4%
• <b>Total L&amp;E</b>	<b>\$2,907,870.98</b>	<b>vs.</b>	<b>\$2,799,466.66</b>	<b>+3.9%</b>

❖ **M/S/C ~ (Pavlik/Villegas)**

**Motion to approve:** Financial Report

**Summary of Discussion:** N/A

## **IV. OPEN MEMBER FORUM**

1. Delegate Bishop brought forth a concern of installation of a shade structure in the Conservatory Neighborhood due to conditions that cause the playground to be unusable during warmer weather.

ED: The Executive Director will evaluate playground and take to the landscape architect and delegates/board with findings and suggestions.

2. President Fennelly mentioned projects currently going on in the Neighborhood. These include the East Bridge Town Center and The Mint.

## **V. GOVERNANCE**

- **DORA – Regulatory Agency updates** – The Executive Director was licensed with DORA in 2015. The MCA has a regulatory oversight at the state level, via DORA. Their website includes local and state laws, board and delegate regulations. Anyone can file a complaint via the MCA website or the DORA website.
- **Stapleton MCA By-laws** – This document outlines how the interaction of Board Members and Delegates works.

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- **Appointment of Officers**– Board of Directors, each year officers must be appointed. Currently the following members are on the Board:
  - Brian Fennelly – President
  - George Pavlik – Vice President
  - Lee Ferguson – Treasurer
  - Gregg Looker – Secretary
  - Tasha Jones – Director

## ❖ M/S/C ~ (Pavlik/Ferguson)

**Motion to approve:** Current slate of Board of Directors

- **Committee Assignments**– the Executive Director will send out a list of responsibilities for each (Compliance/Design Review), there are three new delegates in 2016 that can potentially be on these committees.
- **SMCA Transition Process**–The Association will move from Developer to Owner controlled at 75% build out. The Executive Director anticipates this will begin in late 2017-early 2018, there is a yearlong preparation for this to happen.

## VI. MANAGEMENT REPORT

### Administration

- **2016 Community Guide** was distributed. This guide is mailed to all new homeowners, or can be picked up at the MCA office.
- **Operations Director Recruitment** – This position has been opened several times in the past, the Executive Director is looking for someone with 10-12 years' experience in outside operations, and majority of responsibilities will be dealing with contracts (landscape, alleys, and infrastructure, electrical).
- **Seasonal Staff Recruitment** – Rehire email sent out, currently have 21 responses back. Look to hire 130 seasonal staff. Will begin taking all applications on April 1.

### Aquatics

- **2016 Aquatics Guide** – The 2016 Aquatics Guide was distributed. This guide will be in resident mailboxes the first week of March.
- **Swim Lesson Registration** – Resident swim lesson registration begins March 14 at noon online or in person at the MCA office. Non Resident registration begins April 4 at noon in person at the MCA office or by filling out a registration form. We will offer synchronized swimming at Jet Stream as a new program.
- **Swim Team/State Swim Meet July 2015** – There are two different leagues, Stapleton Swim League (SSL) at Jet Stream and Aviator, which is the recreational league. The Metro League is hosted at Runway 35, and is a more competitive league. Parent packet is available online.

Stapleton will be hosting the Metro League State meet the last weekend in July 2016. This will bring teams from all over the metro area. Anticipating about 70 teams, 1200 swimmers, 8000 people over the course of the weekend.

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## Programming

- **Event & Pool Sponsorships** – New in 2016 is a Presenting Sponsor, which is a \$10,000 sponsorship. There are a few organizations that are currently interested. Have already received 4-5 Dreamliner interests for the 2016 season. Also new this year, Dreamliner sponsors will have light pole banners that will be up for the entire season vs. on the fence at the events.
- **Spring & Summer Cultural Programs** – Hosting the Denver Art Festival in Conservatory Green/Plaza on June 18-19. The Draft event calendar was distributed.
- **Community Gardens** – Currently 8 spaces available in the Conservatory Green neighborhood for the 2016 season.
- **MCA at Conservatory Green** – Currently working on obtaining permits from the City to continue construction. Scheduled to be constructed in May depending on permits from the City, etc. Have secured programming for late 2016. Different ideas for programming include demonstrations/exhibits/Theatre/Concerts with a smaller feel. More details to follow.

## Parks & Facilities

- **26<sup>th</sup> Ave Park** – Still in talks with Aurora about a couple of issues. Once complete, the park construction will begin, this will be an 18 month project. This park will include two sport fields.
- **Buffalo Wallow Fountain** – This fountain is off of 56<sup>th</sup>, this will be the first summer of operations.
- **Filing 42 Parks** – Coming online summer 2016, these are located in the North Stapleton neighborhoods.
- **Mosquito Control** – Fully contracted in 2016 with Otter Tail to continue testing and mitigation of mosquitoes.

## VII. UPCOMING MEETING SCHEDULE

- March 16, 2016 / Delegate Meeting
- April 20, 2016 / Delegate Meeting
- May 18, 2016 / Executive Board Meeting