

# Master Community Association



## **Q3 Executive Board Meeting**

Wednesday, August 16, 2017 ~ 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)  
Tasha Jones (FC Director)  
Dana Elkind (Exec. Board Secretary/District 3 Delegate)

#### **Community Delegates**

Josh Nicholas (District 2)  
Christie Spilsted (District 4)  
Andrew Bartlett (District 5)  
Amanda Dovotik (District 8)

#### **MCA Staff**

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

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

Brian Fennelly (President) called the meeting to order

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

May 17, 2017 meeting minutes were attached.

❖ **M/S/C~ (Jones/ Elkind)**

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

### **III. OPEN MEMBER FORUM/PUBLIC COMMENT**

- Delegate Christie Spilsted has noticed owners not maintaining their properties in Stapleton. She has some ideas for enforcement that would include exterior of homes and landscaping. She would like to see if there is a way to encourage residents to maintain their property.

The Executive Director mentioned there are two violations that address these issues in the Community Declaration. These are enforced by the MCA when complaints are received. Complaints can be electronically submitted and can be anonymous.

A group of Delegates will meet to discuss options of enforcement and incentives for residents to maintain their property. They will bring information back to the Board.

- Forest City – Construction Update – Plenty of new building north of 56<sup>th</sup> Ave, same with the Aurora Parcel off 26<sup>th</sup> Ave.

### **IV. FINANCIAL REPORT**

The Executive Director presented financials

**Statement of Activity June 30, 2017**

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• Income (4000 series)	\$3,248,053.00	vs.	Budget \$3,264,124.00	-\$16,071.00
• Expense (5000 series)	\$2,897,850.00	vs.	Budget \$2,888,248.00	+\$9,602
• Net Ordinary Income	\$350,203.00	vs.	Budget \$375,876.00	-\$25,673.00
• Reserve/Improvement	\$12,491.00	vs.	Budget \$338,000.00	-\$325,509.00

## **Revenue & Expense Highlights**

- ⇒ Revenue and Expense running 100% of budget
- ⇒ Once the Mint (apartments) opens, this will add additional income
- ⇒ Swim Lesson revenue dropped, sponsorships decreased but Event Income has increased
- ⇒ Denver Water and Xcel invoices are on the rise
- ⇒ Looking to end the year right on budget on expense and income
- ⇒ Working with builders and apartments to resolve past due assessments

## **Balance Sheet (as of June 30, 2017 vs. June 30, 2016)**

• Current Assets	\$2,249,626.14	vs.	\$2,999,874.64	-\$750,248.50
○ Operating Funds	\$378,060.87	vs.	\$445,083.63	-\$67,022.76
○ Reserve Funds	\$120,499.64	vs.	\$126,171.90	-\$5,672.26
○ Community Fee Fund	\$162,132.24	vs.	\$217,486.31	-\$55,354.07
• Accounts Receivable	\$416,584.86	vs.	\$480,775.23	-\$64,190.37
• Accounts Payable	\$300,963.00	vs.	\$465,464.16	+\$164,501.16
• Total Assets	\$3,567,254.20	vs.	\$3,584,775.84	-35.3%
• Total Liabilities	\$502,542.88	vs.	\$659,389.01	-23.8%
• Total Equity	\$3,065,111.32	vs.	\$2,925,786.83	+4.8%
• <b>Total L&amp;E</b>	<b>\$3,567,654.20</b>	<b>vs.</b>	<b>\$3,585,175.84</b>	<b>-0.5%</b>

## ❖ **M/S/C ~ (Bartlett/Jones)**

**Motion to approve:** Approval of Financials

**Summary of Discussion:** N/A

## V. **2016 DRAFT AUDIT REPORT**

Jim Moore presented the 2016 Draft report, compiled by James Moore and Associates P.C.

### **Comments from 2016:**

1. Good set of controls for a small organization
2. Concessions and Events have better controls
3. MSI changed their accounting system, reports were in error but should not have an issue
4. The Audit report is available on the Stapleton MCA website.

## ❖ **M/S/C ~ (Elkind/Jones)**

**Motion to approve:** 2016 Audit

## VI. **MCA TRANSITION**

- Beginning the transition of the MCA, the Board transitions from being predominately appointed by the developer to a board that is majority elected by owners of property
- The MCA has met the requirements to turn over the association

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- There will be a new board member elected in 2017-18 and 2018-19. Forest City will remove a board member beginning in 2018

## VII. MCA UPDATES

### Pools & Aquatics

- Early Season/Back to School schedules are enforced when staff is not yet out of school and towards the end of season when staff go back to school. There will always be at least one facility open during the normal season (Memorial Day-Labor Day) for open swim.
- Decrease in swim lesson station (6 years and older) levels
- 2940 people registered in Aquatic Programs in 2017
- Pools close for the season on Labor Day, September 4

### Programs & Events

- Shakespeare Theatre, Final Wine and Movie events are in the next few weeks
- Date change updates were put in the Front Porch for movie and farmers market changes
- Increased total participant number of Kids Triathlon to 500 (up from 450 in 2016) and there will be three age groups
- A Fall/Winter/Spring Event calendar will be delivered in the Front Porch in October. This is a new publication and will include many new events at the Cube in Northfield.

### Parks & Facilities

#### Mosquito Management

- Have full mosquito program for 2017 with four monitoring stations throughout Stapleton. Visit [www.stapletoncommunity.com](http://www.stapletoncommunity.com) for trap information and counts

#### Parks

- New Shade structures at Maverick and Runway 35 pools
- Have replaced dead/diseased trees and perennial beds
- New pedestrian lights in the F 15 playground
- Maintenance yard improvements

## VIII. UPCOMING MEETING SCHEDULE

- September 20, 2017 | Delegate Forum | Budget Discussion
- October 18, 2017 | Delegate Forum | Budget Presentation
- November 8, 2017 | Annual Members Meeting & Delegate Election – Community Wide Budget Presentation
- November 15, 2017 | Annual Meeting of the Executive Board & Community Delegates – Budget Adoption