

# Master Community Association



## Q3 Executive Board Meeting

Wednesday, August 21, 2019 | 12:00 – 1:30 pm.

Stapleton MCA Community Room

7350 E. 29<sup>th</sup> Ave., Suite 300

Denver, CO 80238

### ATTENDANCE

#### Executive Board

Dana Elkind – President  
Tim Hampton – Vice President  
Brian Fennelly – Secretary/Treasurer  
Josh Nicholas – Director  
Forest Hancock - Director

#### Community Delegates

Christie Spilsted (District 4)  
Tom Downey (District 5)  
Gary Smy (District 6)  
Amanda Dorotik (District 8)  
Hope Miller (District 9)  
Yuri Tavbin (District 10)

#### MCA Staff

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

### I. CALL TO ORDER

Dana Elkind (President) called the meeting to order

### II. APPROVAL OF MINUTES

May 15, 2019 meeting minutes were attached.

❖ **M/S/C~ (Elkind/Hampton) Motion passes.**

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

### III. FINANCIAL REPORT

The Executive Director presented financials

#### Statement of Activity January through June 2019

• Income (4000 series)	\$4,100,640	vs.	Budget \$4,133,771	-\$33,131
• Expense (5000 series)	\$3,844,463	vs.	Budget \$3,801,362	+\$43,101
• Net Ordinary Income	\$256,177	vs.	Budget \$332,409	-\$76,232
• Reserve/Improvement	\$360,000	vs.	Budget \$360,000	\$0

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## **Balance Sheet (as of June 30, 2019)**

• Current Assets	\$2,674,947.80	vs.	\$3,075,583.12	-\$400,635.32
○ Operating Funds	\$558,128.84	vs.	\$1,052,961.78	-\$494,832.94
○ Reserve Funds	\$758,235.06	vs.	\$875,957.30	-\$117,722.24
○ Community Fee Fund	\$254,486.22	vs.	\$199,626.27	+\$54,856.95
• Accounts Receivable	\$607,904.31	vs.	\$506,632.33	+\$101,271.98
• Accounts Payable	\$604,780.57	vs.	\$541,419.03	+\$63,361.54
• Total Assets	\$4,429,883.76	vs.	\$4,215,915.72	+5.1%
• Total Liabilities	\$833,982.55	vs.	\$805,859.46	+3.5%
• Total Equity	\$3,595,901.21	vs.	\$3,410,056.26	+5.5%
• <b>Total L&amp;E</b>	<b>\$4,429,883.76</b>	vs.	<b>\$4,215,915.72</b>	<b>+5.1%</b>

## ❖ **M/S/C ~ (Smy/Spilsted) Motion passes.**

**Motion to approve:** Financial Report

## **Summary of Discussion:**

### • **James Moore & Associates P.C. – Audit Report**

- Every year independent auditors, James Moore and Associates, come in and look at MCA procedures and accounting systems and test to be sure things are functioning properly.
- The draft of the audit presented results in a clean opinion. There are no modifications to the initial report.
- A comment letter was issued, outlining some procedural items to watch out for including some outstanding items on the MCA's bank reconciliation. There is reliable effort to make constant improvement on those items. Every year procedures are tightened as the company continues to grow.
- The Form 990 income tax return was prepared and will be filed shortly.

## ❖ **M/S/C ~ (Tavbin/Hampton) Motion passes.**

**Motion to approve:** 2018 draft audit report.

## **IV. GOVERNANCE**

### • **District 9 Special Election**

- District 9 special election occurred August 15, 2019 at The Cube (8371 E Northfield Blvd).
- All District 9 residents received proxy ballots. Five candidates from District 9 were included on the ballot.
- 87 ballots were returned. 10% quorum was not met at August 15th meeting, pushing the quorum requirement down to 5% for today's (August 21st) meeting.
- Quorum was met and Hope Miller is elected as new delegate of District 9.

### • **Name Change Referendum**

#### ○ **Question One – Name Change**

- T. Hampton (District 1): NO; J. Nichols (District 2): NO; D. Elkind (District 3): NO; C. Spilsted (District 4): NO; T. Downey (District 5): NO; G. Smy (District

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- 6): NO; L. Ferguson (District 7): QUORUM NOT MET, ABSTAINED; A. Dorotik (District 8): NO; H. Miller (District 9): NO; Y. Tavbin (District 10): NO
- **Question Two – Special Assessment**
  - T. Hampton (District 1): NO; J. Nichols (District 2): NO; D. Elkind (District 3): NO; C. Spilsted (District 4): NO; T. Downey (District 5): NO; G. Smy (District 6): NO; L. Ferguson (District 7): QUORUM NOT MET, ABSTAINED; A. Dorotik (District 8): NO; H. Miller (District 9): NO; Y. Tavbin (District 10): NO
- **Question Three – Amend Community Declaration**
  - FAILS BY DEFINITION; NO QUORUM ATTAINED.

## V. COMMUNITY UPDATE

- **District 5 Community Resource Officer (CRO) Update:**
  - Lieutenant Kevin Hines, [kevin.hines@denvergov.org](mailto:kevin.hines@denvergov.org)
  - The recent burglary pattern in the news, concerns one individual responsible for 25-27 burglaries and property crimes in the Stapleton area over a two-week period. Suspect has been arrested, currently in jail on a bond which has not been posted.
  - Currently dealing with a small crew of juvenile burglar/auto thieves out of Commerce City traveling into Stapleton and scouting unlocked homes, or entering through dog doors, finding car keys and stealing vehicles. Four individuals have been identified in relation to these crimes, two have been arrested.
  - Charges are not always obtainable on every case these individuals are responsible for. Names of juvenile suspects cannot be released. Auto theft continues to be on the rise state-wide.
  - 82% of neighborhood burglaries are the result of open or unlocked doors and are highly preventable by simply locking cars, homes, and watching out for fellow neighbors.
  - District 5 non-emergency number: (720) 913-1400.

## VI. OPEN MEMBER FORUM

- **David Firmin, attorney for Master Community Association:**
  - The Associations Conduct of Meeting Policy states that anybody asking to speak or wanting to speak shall sign up. People shall be allowed to speak uninterrupted for up to three minutes if their comments are made in a professional and non-attacking manner.
  - Spoke in favor of name change: G. Swift, G. St. Joan (Representing M. McMurray), D. Carr, T. Wilson, J. Ross, L. Stalnaker, B. Lee, V. Bowen

## VII. UPCOMING MEETING SCHEDULE

September 18, 2019 | Delegate Forum | 12:00 pm | 7350 E 29<sup>th</sup> Ave, Suite 300  
October 16, 2019 | Delegate Forum | 12:00 pm | 7350 E 29<sup>th</sup> Ave, Suite 300  
November 20, 2019 | Executive Board Meeting | 12:00 pm | 7350 E 29<sup>th</sup> Ave, Suite 300  
December 18, 2019 | Annual Members Meeting | 6:30 pm | 8371 E Northfield Blvd.