

Master Community Association

Q4 Executive Board Meeting

Wednesday, November 18, 2020 | 12:00 – 1:30 pm.

MCA - Zoom Video Conference

8351 E Northfield Blvd. | Denver, CO 80238

ATTENDANCE

Executive Board

Dana Elkind – President (District 3)
Brian Fennelly – Secretary/Treasurer
Forest Hancock – Director
Josh Nicholas – Director (District 1)

Community Delegates

Erin Osit (District 1)
Christie Spilsted (District 4)
Tom Downey (District 5)
Sarah Stabio (District 8)
Hope Miller (District 9)
Shalise Hudley (District 10)

MCA Staff

Keven Burnett (Executive Director)
Jenifer Graham (Business Director)
Diane Deeter (Community Director)
Paula Deorio (Aquatics Director)

I. CALL TO ORDER

Dana Elkind (President) called the meeting to order

II. APPROVAL OF MINUTES

[August 19, 2020](#) meeting minutes were attached.

❖ **M/S/C~ (Fennelly/Hancock) *Motion passes.***

Motion to approve: Minutes as presented.

III. COMMUNITY UPDATE:

- **District 5 Community Resource Officer (CRO) Update:**
- Lieutenant Kevin Hines, kevin.hines@denvergov.org
- Marijuana dispensaries in the district experiencing increased burglaries.
- Anticipating the annual rise of porch pirate cases as we approach the holiday season.
 - Porch piracy could occur more frequently this year, as people are having more items delivered in response to the pandemic.
 - DPD advises people to send packages to their workplace, activate delivery notifications from mail carriers/retail companies, and try not to leave items of value sitting on the porch for extended periods of time.
- DPD is continuing to carry out homeless camp removal and clean-up operations.

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- Assigned District 5 officer exclusively to homeless outreach.
- The officer plays a large part in providing transient population with information/resources at their disposal.
- DPD has cleared approximately eight homeless camps within the last four months.
- DPD always provides advance notice for scheduled cleanup operations.
- The priority concern is for public safety due to large quantities of drug-related paraphernalia, and waste present in these camps.
- Reports of RVs parked on neighborhood streets for extended periods of time are more prevalent in light of the pandemic.
 - Community streets under jurisdiction of the City & County of Denver, not the MCA.
 - In accordance with city code, it is unlawful to leave any vehicle parked in the same place on a public street continuously for a period in excess of 72 hours.

IV. DEVELOPER UPDATE

- [Brookfield](#) is in the process of completing residential development.
 - 670 homes will be built in last filing north of 56th Avenue, and adjacent to Rocky Mountain Wildlife Refuge.
 - All lots should be allocated to home builders by the middle of next year.
- MLK road extension from Iola to Peoria is now in full operation.
 - Extension includes four lanes in total, divided by a median.
 - All lanes are currently open to traffic.
 - Public art installation planned for triangular park space at Moline and MLK.
- Working on Park Creek Metro District (PCMD) parcel (PC Phase 2), north of Inspire Elementary.
 - Pushed to place sod in large athletic fields this season. Denver Parks and Rec. requires full growing cycle before space can open to the public.
 - Anticipating space will be approved for public use in early summer of 2021.

V. FINANCIAL REPORT

The Executive Director presented financials.

Statement of Activity January through September 2020

● Income (4000 series)	\$5,760,930	vs.	Budget \$6,432,997	-\$663,067
● Expense (5000 series)	\$6,199,209	vs.	Budget \$6,599,590	-\$400,381
● Net Ordinary Income	-\$438,279	vs.	Budget -\$175,593	-\$262,686
● Reserve/Improvement	\$540,000	vs.	Budget \$540,000	\$0

Balance Sheet (as of September 30, 2020)

● Current Assets	\$2,251,469.97	vs.	\$2,273,003.64	-\$21,533.67
○ Operating Funds	\$119,046.59	vs.	\$238,951.31	-\$119,904.72
○ Reserve Funds	\$653,155.36	vs.	\$743,752.86	-\$90,597.50
○ Community Fee Fund	\$380,338.72	vs.	\$29,404.30	+\$89,934.42
● Accounts Receivable	\$579,589.02	vs.	\$497,28.74	+\$82,560.28
● Accounts Payable	\$802,636.73	vs.	\$520,177.24	+\$282,459.49
● Total Assets	\$4,049,517.56	vs.	\$4,028,699.60	+0.5%
● Total Liabilities	\$1,048,049.07	vs.	\$763,355.89	+37.3%
● Total Equity	\$3,001,468.49	vs.	\$3,265,343.71	-8.1%
● Total L&E	\$4,049,517.56	vs.	\$4,028,699.60	+0.5%

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Summary of Discussion:

- COVID-19 initiated major loss in revenue normally earned through aquatic and event services, including earned revenue.
- Prioritized opening the community pools with attention on the community accessibility and accommodating fundamental safety protocols over earned revenue.
- Team worked hard to reduce costs across all operations where possible.
 - Over-budget in park and open space maintenance, as essential services continued throughout the pandemic.

❖ **M/S/C ~ (Fennelly/Nicholas) *Motion passes.***

Motion to approve: Financial Report

VI. MANAGEMENT REPORT

- [2020 Annual Members' Meeting](#) is scheduled for December 16th, 2020, at 6:30 PM via Zoom.
 - A meeting packet including delegate election notice, candidate bios, and official ballot will be dropping in mailboxes soon.
 - Nomination received for delegates in every district, with the exception of District 7 which primarily serves commercial properties.
 - Members can return their ballot via mail, email, fax, or contactless drop-off at the MCA office (available December 14th-17th).
- Brookfield removing two directors appointed to Executive Board.
 - Claudia Saez appointed by Brookfield to fulfill the only remaining developer seat until developer rights expire.
 - Josh Nicholas, having led the nomination committee on behalf of the delegates, presented three community delegates (Hope Miller, Christie Spilsted, and Shalise Hudley) nominated to fill the two open seats.
 - Each candidate made a short statement highlighting their incentive to join the Executive Board.
 - Due to virtual meeting limitations, and to maintain voting anonymity, Executive Board Open Seat Ballots will be delivered to each delegate by mail along with a self-address stamped envelope for easy return.
- [2021 Budget Book](#)
 - [2021 Assessment Schedule](#) will remain unchanged.
 - Community park and facility expenses include the routine maintenance of 60 parks, 6,000 trees, 250 trash/recycling stations, 120 dog stations, 5 water features, mosquito mitigation, and 60 miles of alleyways.
 - Currently working on best ways to improve aquatic system for 2021 to make it more user-friendly and hopefully return some of this year's lost revenue.
 - Could implement certain fee increases associated with aquatic programming, primarily for non-members.
 - Allocating 50% of normal budget for 2021 community programming with the hope of hosting limited outdoor programming sometime next year.

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

Motion to approve: 2021 Budget Book for Executive Board consideration.

➤ **Board Member Roll Call:** **YES: 3** – Fennelly, Hancock, Elkind
FORFEIT/ABSENT: 1 – Nicholas, Dorotik

VII. UPCOMING MEETING SCHEDULE

December 16, 2020 | Annual Members' Meeting | 6:30 pm | Online
February 17, 2021 | Executive Board Meeting | 12:00 pm | Online