



MASTER COMMUNITY ASSOCIATION, INC.

Meeting of the Executive Board

Stapleton Community Room • 2823 Roslyn St. • Denver, 80238

Wednesday February 13th, 2008 ~ Noon - 2:00 pm.

AGENDA

- | | | |
|---|-------------------|----------|
| I. CALL TO ORDER | D. Gammon | Verbal |
| II. APPROVAL OF MINUTES: December 18, 2007 | D. Gammon | Attached |
| II. ADDITIONS TO AGENDA | D. Gammon | Verbal |
| III. FINANCIAL REPORT: Year End FY 2007 | K. Burnett | Attached |
| 1) Updated Collection Policy | | |
| IV. MANAGEMENT REPORT | K. Burnett | |
| 1) Administration | | |
| a. IRS Status 501c4 | | |
| b. INC Dictionary Drive Support | | |
| 2) Grounds Maintenance | | |
| a. AMF 2008 | | |
| 3) Pools & Recreation | | |
| a. Summer Rec Guide | | |
| 4) Summer Events | | |
| 5) Repairs & Improvements | | |
| a. Pool Furniture | | |
| IV. OPEN DELEGATE FORUM | M. Kearns | Verbal |
| 1) District 4 Delegate | | |
| V. OPEN MEMBER FORUM | M. Kearns | Verbal |
| VI. 2008 MEETINGSCHEDULE: | D. Gammon | |
| 1) Q2 Executive Board: May 14 (Noon-2pm) | | |
| 2) Q3 Executive Board: August 13 (Noon – 2pm) | | |
| VI. ADJOURN | D. Gammon | Verbal |



**STAPLETON MASTER COMMUNITY ASSOCIATION
EXECUTIVE BOARD MEETING**

Tuesday December 18, 2007 ~12:00 – 2:00 pm.
Stapleton Community Room
2823 Roslyn Street
Denver, CO 80238

ATTENDANCE

Denise Gammon (President)
Heidi Majerik (Vice President)
Brian Fennelly (Secretary/Treasurer)
Keven Burnett (SMCA Executive Director)
Jenifer Graham (SMCA Office Manager)
Justin Silverstein (district 2 delegate)
Jason Dembeck (district 5 delegate)
Michael Kearns (district 6 delegate)
Michael Johnson (absent)
Dana Elkind

I. CALL TO ORDER

Denise Gammon

II. APPROVAL OF MINUTES

October 11, 2007 meeting minutes were attached.

❖ **M/S/C~ (Majerik/Fennelly) unanimous**

Motion to approve: minutes as presented.

III. ADDITIONS TO AGENDA

None



IV. 2007 FINANCIAL REPORT

1) The Executive Director presented budget.

Balance Sheet (As of November 30, 2007)

• Current Assets	\$887,475.00
• Accounts Receivable	\$305,033.95
• Total Assets	\$964,230.93
• Total Liabilities	\$251,155.40
• Total Equity	\$713,075.53
• Total Liabilities & Equity	\$964,230.93

Statement of Activity Budget vs. Actual ~ January through November 2007

• Total Income Y.T.D.	\$1,844,901.48 vs. Budgeted \$1,848,703.83
• Total Expense Y.T.D.	\$1,846,936.68 vs. Budgeted \$1,965,719.93
• Net Income Y.T.D.	\$143,042.89 vs. Budgeted \$190,604.40

○ Item #4010- Assessments – Is off by 10% due to the lack of homes constructed and closed.
○ Item #5010 & #5025 – Is down due to not moving in the new office when expected.
○ Item #5400—Is up due to additional hours added at the pool
○ Item # 6010 – Has been largely funded by working capital fee.
○ Item# 7000 – Is to fund alley and park maintenance.

❖ **M/S/C ~ (Majerik/Fennely)~ Unanimous**

Motion to approve: Financial Statement for January through November 2007 as submitted.

V. 2008 Ratified Operating Budget & Assessment Schedule

Delegates approved and ratified the amount collected for the 2008 budget. The Delegates do not feel the MCA should help pay for the Farmers' Market.

Executive Director will work with Forest City and the Farmers' Market managers to get a plan in place for them to be self sufficient in a certain amount of time.



Type of Unit	Description	2008 Assessment
For Sale Regular Residential	Individually owned dwelling units sold at market rate prices	\$36.00/ Month
For Sale Affordable Residential	Individually owned dwelling units subject to restrictions under the Workforce Housing Program.	\$20.40/ Month
For Rent Residential – Affordable and Market Rate	Apartments/multi-family rental units.	\$20.40/Month

❖ **M/S/C ~ (Majerik/Gammon)~ Unanimous**

Motion to approve: 2008 Ratified Budget & Assessment Schedule

VI. Management Report

- 1) 2008 Contracts
 - Grounds Maintenance=Received 2 bids
 - CTM = 12 ½ cents per square foot
 - Valley Crest= 16 cents square foot

❖ **M/S/C~ (Majerik/Gammon ~ Unanimous**

Motion to approve: CTM contract for three (3) years

Pool Operation = Received 2 bids
 Wild Iris
 Apollo Aquatics

Executive Director will see if more bids can be received.

- 2) Alley Repair & Replace Policy

❖ **M/S/C ~ (Majerik/Fennelly) ~ Unanimous**

Motion to Approve: Alley repair and replace policy will be approved after the wording of “priority level 2” is clarified.



3) Friends of Stapleton Parks and Open Space

Discussion about working with Denver Parks and Recreation creating a group/committee for programming in the Stapleton Parks. The board discussion did not support the creation of an additional entity to raise funds for the regional park system since the funds and organizations are already here.

Executive Director will look in to the possibility of developing a plan in connection with the Community Fee Fund, which can already be utilized for parks and open space projects.

VII. Open Delegate Forum

1) 2008 Delegate & Director Election

The Stapleton MCA will need to hold a special election to replace Michael Johnson who is resigning from the district 4 delegate position.

Executive Director will have nominations/ballots sent out to the district 4 area.

VIII. Open Member Forum

None

IX. Meeting Schedule: (2nd Wed)

- 1) Q1 Executive Board: Feb 13th Noon-2pm
- 2) Q2 Executive Board: May 14th Noon- 2pm

Stapleton Master Community Association
Balance Sheet
As of December 31, 2007

	<u>Dec 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · MSI Assessment Acct	126,033.21
1015 · MCA Operating Acct	105,356.76
1020 · MCA Operating Reserve	22,940.10
1030 · MCA Community Reserve	349,462.95
1070 · MCA Community Fee Fund	74,390.08
Total Checking/Savings	<u>678,183.10</u>
Accounts Receivable	
1110 · Accounts receivable	
1110-01 · AR-Homeowners	36,149.97
1110-02 · AR-Commercial	2,872.03
1110-03 · AR-Declarant	2,563.65
1110-04 · AR-Builders	116,024.20
1110-05 · AR-PCMD	84,439.40
1110-06 · AR-For Rent	14,884.48
1110 · Accounts receivable - Other	122,234.82
Total 1110 · Accounts receivable	<u>379,168.55</u>
Total Accounts Receivable	379,168.55
Other Current Assets	
1450 · Prepaid expenses	49.56
1530 · Petty Cash - MSI	1,200.00
Total Other Current Assets	<u>1,249.56</u>
Total Current Assets	1,058,601.21
Fixed Assets	
1630 · Leasehold improvements	75,515.00
1640 · Furniture, fixtures, & equip	1,240.93
Total Fixed Assets	<u>76,755.93</u>
TOTAL ASSETS	<u><u>1,135,357.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts payable	212,960.79
Total Accounts Payable	212,960.79
Credit Cards	
2050 · Credit card	750.70
Total Credit Cards	750.70
Other Current Liabilities	
2100 · Payroll Liabilities	
2100-01 · Flexsave Childcare Jenifer	832.88
2100-02 · Flexsave Healthcare Jenifer	333.32
2100 · Payroll Liabilities - Other	-18.88
Total 2100 · Payroll Liabilities	1,147.32
2200 · Prepaid Assessments	75,189.92
Total Other Current Liabilities	<u>76,337.24</u>
Total Current Liabilities	<u>290,048.73</u>
Total Liabilities	290,048.73

4:22 PM
01/31/08
Accrual Basis

Stapleton Master Community Association
Balance Sheet
As of December 31, 2007

	Dec 31, 07
Equity	
3001 · Opening Bal Equity	148,920.30
3010 · Unrestrict (retained earnings)	421,112.34
Net Income	275,275.77
Total Equity	845,308.41
TOTAL LIABILITIES & EQUITY	1,135,357.14

Stapleton Master Community Association
Statement of Activity
December 2007

	<u>Dec 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Assessments	186,392.10	182,349.72	4,042.38	102.2%
4020 · Park Creek Metro District	33,464.45	7,545.00	25,919.45	443.5%
4030 · Working Capital	6,000.00	9,500.00	-3,500.00	63.2%
4040 · Legal Income	6,346.98	600.00	5,746.98	1,057.8%
4050 · Community Fee	-7,114.29	1,917.00	-9,031.29	-371.1%
4070 · Event Income	0.00	4,000.00	-4,000.00	0.0%
4080 · Other Income	453.97	100.00	353.97	454.0%
Total Income	225,543.21	206,011.72	19,531.49	109.5%
Expense				
5010 · Administration	25,493.91	23,647.00	1,846.91	107.8%
5025 · Community Room	6,999.09	1,921.00	5,078.09	364.3%
5030 · Assessment Management	13,697.10	4,750.00	8,947.10	288.4%
5040 · Professional Services	2,775.65	1,250.00	1,525.65	222.1%
5060 · Insurance	0.00	3,844.00	-3,844.00	0.0%
5100 · Programming & Events	2,050.00	2,070.00	-20.00	99.0%
5150 · Community Projects	0.00	2,500.00	-2,500.00	0.0%
5210 · SMCA Operations	14,058.87	8,690.00	5,368.87	161.8%
5300 · PCMD Operations	13,175.50	3,615.00	9,560.50	364.5%
5320 · PCMD Utilities	1,773.84	2,430.00	-656.16	73.0%
5330 · Central Park	17,409.55			
5400 · Pool Operations	815.94	813.12	2.82	100.3%
5500 · Other Expenses	33.00	5,600.00	-5,567.00	0.6%
5900 · Fund Transfers	17,924.25	27,865.50	-9,941.25	64.3%
Total Expense	116,206.70	88,995.62	27,211.08	130.6%
Net Ordinary Income	109,336.51	117,016.10	-7,679.59	93.4%
Other Income/Expense				
Other Income				
6010 · Reserve Funds	14,985.64	25,133.00	-10,147.36	59.6%
6050 · Community Fee Fund	13,665.34	2,832.50	10,832.84	482.4%
Total Other Income	28,650.98	27,965.50	685.48	102.5%
Net Other Income	28,650.98	27,965.50	685.48	102.5%
Net Income	137,987.49	144,981.60	-6,994.11	95.2%

Stapleton Master Community Association

Statement of Activity

January through December 2007

	Jan - Dec 07	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · Assessments	1,421,204.85	1,545,531.39	-124,326.54	92.0%
4020 · Park Creek Metro District	476,931.07	347,780.16	129,150.91	137.1%
4030 · Working Capital	83,600.00	114,000.00	-30,400.00	73.3%
4040 · Legal Income	24,931.97	7,200.00	17,731.97	346.3%
4050 · Community Fee	5,395.25	23,004.00	-17,608.75	23.5%
4060 · Pool Income	17,938.52	12,000.00	5,938.52	149.5%
4070 · Event Income	36,660.00	4,000.00	32,660.00	916.5%
4080 · Other Income	3,783.03	1,200.00	2,583.03	315.3%
Total Income	2,070,444.69	2,054,715.55	15,729.14	100.8%
Expense				
5010 · Administration	248,400.21	283,764.00	-35,363.79	87.5%
5025 · Community Room	8,872.22	23,052.00	-14,179.78	38.5%
5030 · Assessment Management	85,345.16	57,000.00	28,345.16	149.7%
5040 · Professional Services	36,718.77	19,000.00	17,718.77	193.3%
5060 · Insurance	56,098.51	46,128.00	9,970.51	121.6%
5100 · Programming & Events	208,217.77	230,660.00	-22,442.23	90.3%
5150 · Community Projects	14,710.64	100,000.00	-85,289.36	14.7%
5210 · SMCA Operations	289,425.67	231,657.00	57,768.67	124.9%
5300 · PCMD Operations	305,026.09	273,170.16	31,855.93	111.7%
5320 · PCMD Utilities	110,140.28	56,610.00	53,530.28	194.6%
5330 · Central Park	45,294.09			
5400 · Pool Operations	375,106.81	332,088.39	43,018.42	113.0%
5500 · Other Expenses	31,696.52	67,200.00	-35,503.48	47.2%
5900 · Fund Transfers	155,743.25	334,386.00	-178,642.75	46.6%
Total Expense	1,970,795.99	2,054,715.55	-83,919.56	95.9%
Net Ordinary Income	99,648.70	0.00	99,648.70	100.0%
Other Income/Expense				
Other Income				
6010 · Reserve Funds	164,818.30	301,596.00	-136,777.70	54.6%
6050 · Community Fee Fund	28,510.77	33,990.00	-5,479.23	83.9%
Total Other Income	193,329.07	335,586.00	-142,256.93	57.6%
Other Expense				
7000 · Reserve Fund Projects	17,702.00			
Total Other Expense	17,702.00			
Net Other Income	175,627.07	335,586.00	-159,958.93	52.3%
Net Income	275,275.77	335,586.00	-60,310.23	82.0%



Proposed Collection Policy

Affordable Assessments	\$20.40
Regular Assessments	\$36.00
Late Fee Increased From \$10 to \$15	\$15.00
Interest per month	1.5%
Lien Fee	\$75.00
Certified Mail w/Return Receipt	\$5.06

Current SB100 Policy

	Affordable	Regular
1 st Month – Letter Without Late Fee	\$20.40	\$36.00
2 nd Month – Intent to File Lien	\$56.42	\$88.08
3 rd Month - File Lien	\$168.17	\$215.95
4 th Month - Turn Over	\$206.40	\$270.73

New Collection Policy

	Affordable	Regular
1 st Month – Letter Without Late Fee	\$20.40	\$36.00
2 nd Month – Letter With Late Fee	\$56.42	\$88.08
3 rd Month – Letter with Late Fee	\$92.97	\$140.94
4 th Month – Intent to File Lien (Certified)	\$135.13	\$199.95
5 th Month – Offer Payment Option/File Lien (Certified)	\$252.92	\$334.24
6 th Month – Turn Over	\$292.41	\$390.79

Notes:

1. Payment plan will be \$30 per month until account is brought current. Failure to make payments on the plan will result in the account being turned over to the attorney.
2. Per the US Postal Service; with Certified Mail you can be sure your article arrived at its destination with access to online delivery information. When you use Certified Mail, you receive a receipt stamped with the date of mailing. A unique article number allows you to verify delivery on line.

Third graders celebrate their new books



Yes! I can help in 2008 by:

- ☐ Donate my time: Labeling
- ☐ Donate my time: Distribution
- ☐ Tax Deductible Contribution



DONOR STARS Amount

★ Green Star	\$1 - \$99	_____
★ Red Star	\$100 - \$499	_____
★ Silver Star	\$500 - \$999	_____
★ Gold Star	\$1,000 +	_____

Name: _____

Address: _____

Phone: _____

E-Mail Address: _____

Neighborhood Association: _____

Neighborhood School: _____

Return Contribution to:
Dollar Dictionary Drive
P.O. Box 18347
Denver, CO 80218

or

Donate on-line at
www.neighborhoodlink.com/denver/inc

Volunteers Needed! Two Important Activities

Place gift labels in 15,000 Books

NEW LOCATION Time and Place to be Announced

Individuals and groups are
welcome for an hour or a day

**Distribute Books to the
Students in the Schools**
September thru
October, 2008
During school hours



DDD Co-Chairs
Cathie Fisher 303-333-3141
cathie@earthlink.net
Steve Nissen 303-733-8524
pennissen@cs.com

Thank you to all our donors and supporters
Inter-Neighborhood Cooperation
INC is a nonprofit 501(c)(3) volunteer organization



"Dear Friends,

Thank you for the great dictionary and thesaurus. I'm using my thesaurus to find more grown-up words and what words mean the same but are different. And I'm using my dictionary to find all my spelling mistakes by looking up words to find the meaning of words when I'm reading or just thinking. You were very smart to understand that third graders are mature enough to use them. I can't thank you enough for the books. I'll use them any time I can. I also am promising again to you that I will always take care of them. Thank you."

A DPS Third Grade Student

"Dear Neighbor,

Thank you for the dictionary. My mom and my dad are learning English. You are the greatest. I hope I can see you. Where did the dictionary come from?"

A DPS Third Grade Student

"Dear Inter-Neighborhood Cooperation,

Thank you for the dictionary and the thesaurus. I use them for my homework. My grandpa is learning English, and it helps my big sister with her school work too. Thanks again!"

A DPS Third Grade Student

Individuals and groups in all 50 states are supporting literacy proficiency through gifts of dictionaries to USA third graders. To discover more contact www.dictionarproject.org.

The Dollar Dictionary Drive (DDD) is a National Award-Winning project of Inter-Neighborhood Cooperation (INC). INC is a consortium of Denver neighborhoods whose goal is the continuing improvement of Denver.

The DDD raises funds through grants and donations to provide a dictionary and a thesaurus of their own for every third grader in Denver Public Schools.

This community project has been a gift to 91,700 Denver students since 1996 and counting.

Can We Count On You?



Neighborhood Support

Dictionaries
FREE
To Students

INC Dollar Dictionary Drive
P.O. Box 18347
Denver, CO 80218

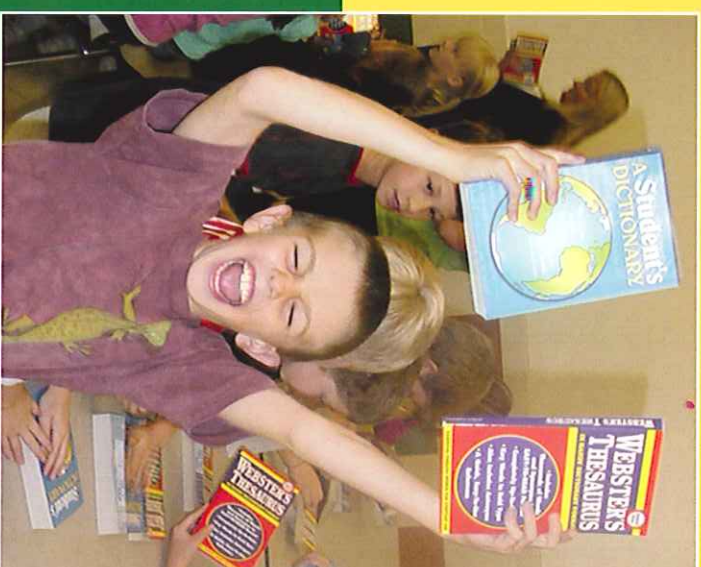


**Inter-Neighborhood
Cooperation's**

13th Annual Dollar Dictionary Drive

Denver, Colorado

2008



**Free Dictionaries for
Denver Public School Students**

**Neighborhoods and
Schools Working
Together for Literacy**

EXHIBIT B-1

LEGAL DESCRIPTION OF ASSOCIATION MANAGED FACILITIES

Accepted for Management: as of January 1, 2008

Filing 24 (Formerly Filing 10)

R.O.W. Frontage Montveiw Blvd. (Spruce to Valentia) all as shown on the Plat of Filing No. 24, Recorded March 17, 2004 at Reception Number 2004072020 in the City and County of Denver Clerks and Recorders Office.

Filing 18

Pedestrian Lighting located within Tracts F all as shown on the Plat of Filing No. 18, Recorded October 19, 2006 at Reception Number 2006167967 in the City and County of Denver Clerks and Recorders Office.

Filing 15

Residential Alleys located within Tracts AE, AF, AG, AH, AJ, AX, AK, AL, AM, AN, AP, AW, AV, AU, AT, AS, AR, BE, all as shown on the Plat of Filing No. 15, Recorded June 28, 2005 at Reception Number 2005107063 in the City and County of Denver Clerks and Recorders Office.

Filing 14

ROW Median located within Tracts E all as shown on the Plat of Filing No. 14, Recorded November 29, 2004 at Reception Number 20042444314 in the City and County of Denver Clerks and Recorders Office.

Filing 13

Commercial Alley located within Tract A **ROW Median** located within Tracts A as shown on the Plat of Filing No. 13, Recorded September 29, 2004 at Reception Number 2004204799 in the City and County of Denver Clerks and Recorders Office.

Filing 12

Residential Alleys located within Tracts: Q, V, W, X, Y, U, Z, T, S, R all as shown on the Plat of Filing No. 12, Recorded October 5, 2004 at Reception Number 2004207876 in the City and County of Denver Clerks and Recorders Office.

Filing 11

Residential Alleys located within Tracts AB, AC, AD, AE, AH, AF, AN AS, AL, AK, AQ, AJ AT, AU, BG, AV, BA, BH, BB, BJ, AX, AY, BF BL, **Community Parks** located within Tracts AZ, AM all as shown on the Plat of Filing No. 11, Recorded August 30, 2004 at Reception Number 2004179882 in the City and County of Denver Clerks and Recorders Office.

Filing 9

Bridge Lighting located within Tracts A; The **R.O.W. Medians** located within Tracts: A, L and Q; the **Residential Alleys** located within Tracts W, X, Y, Z, AA, AB, AC and AF, And **Pedestrian Lighting** located within Tract V as shown on the Plat of Stapleton Filing No. 9, Recorded December 16, 2003 at Reception No. 2003259880 in the records of the Clerk and Recorder, City and County of Denver, State of Colorado.

Filing 6

Residential Alleys located within Tracts: AQ, AN, AP, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BJ, BK, BL; **Community Pool Facility** located within Tract BM; **Bridge Lighting** located in Tract A, and **Pedestrian Lighting** located within Tract A; **ROW Median** located within Tracts A; **Community Parks** located within Tracts AK, BM all as shown on the Plat of Stapleton Filing No. 6, Recorded July 9, 2003 at Reception No. 2003140933 in the records of the Clerk and Recorder, City and County of Denver, State of Colorado

Filing 5

Residential Alleys located within Tracts: B, D, F, J, L, P, R, U, W, Y, AA, AC, AE, AG, AJ, AL, AN, AR, AT, AU, AX, and the **R.O.W. Medians** within Tracts C, H and Q, and **Pedestrian Lighting** within Tract Q and **Community Park** located in Tract AV all as shown on the Plat of Stapleton Filing No. 5, Recorded January 23, 2003 at Reception No. 2003013190 in the records of the Clerk and Recorder, City and County of Denver, State of Colorado

Filing 4

Residential Alleys located within Tracts: A, E and F; **Community Park** and **Community Pool** located on tract K as shown on the Plat of Stapleton Filing No. 4, Recorded August 29, 2002 at Reception No. 2002150272 in the records of the Clerk and Recorder, City and County of Denver, State of Colorado

Filing 3

Residential Alleys located within Tract E as shown on the Plat of Stapleton Filing No. 3, recorded January 25, 2002 at Reception No. 2002017652 in the records of the Clerk and Recorder, City and County of Denver, State of Colorado

Filing 2

Community Parks located on tracts NN, UU, and PP commonly referred to as “Town Green”; **Community Parks** located on tracts QQ, RR and SS; **Residential Alleys** within Tracts B, E, G, H, J, K, L, M, N, P, Q, R, S, T, X, BB, CC, DD, EE, FF, GG, HH, MM, WW, YY, and the **R.O.W. Medians** located within Tracts AH, AB and BV, and the **Pedestrian Lighting** located within Tract AH; **ROW Frontage** along Quebec from 26th Ave to MLK Blvd. all as shown on the Plat of Stapleton Filing No. 2, Recorded March 26, 2001 at Reception No. 2001043011 in the records of the Clerk and Recorder, City and County of Denver, State of Colorado

Filing 1

Tree Lawn located on Tract B South of 35th Ave, East of Syracuse, West of Trenton as shown on the Plat of Stapleton Filing No. 1 in the records of the Clerk and Recorder, City and County of Denver, State of Colorado

Miscellaneous

4 **Outfall Structures** and **Water quality facilities** located within East West Green Way Park

5 **Outfall Structures** and **Water quality facilities** located within Westerly Creek Central
All **Outfall Structures** and **Water quality facilities** located within Westerly Creek South

2 **Outfall Structures** located within Bluff Lake Nature Preserve

All Landscaping within IC-2 (Quebec & Northfield Blvd)

Wetlands Maintenance IC-2 (Quebec & Northfield Blvd)

The parties agree that the above listed facilities are the responsibility of the Association. The facilities listed in this Exhibit B-1 are managed by the Association pursuant to the Management Agreement between the Master Community Association, Inc., and Park Creek Metropolitan District dated April 29th, 2005.

Reviewed and Updated January 18, 2008

ASSOCIATION

Master Community Association, Inc. , a Colorado
nonprofit corporation

A handwritten signature in black ink, appearing to read "Keven A. Burnett". The signature is stylized with a large "K" and "B".

By:

Keven A. Burnett, Executive Director

DISTRICT

Park Creek Metropolitan District

By: _____

Its: _____

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
<i>In-Tract Open Space: Town Green and Parks per Exhibit B</i>	<u>Financial</u> - Design, pay for and construct the Facilities. - Manage the Facilities' warranty contract. <u>Management</u> - Maintain Facilities per Operation and Maintenance Standards until acceptance by the Association. - Manage performance of contractors and sub-contractors hired by the District. - Retain fee title ownership to property and District improvements thereon. <u>Insurance</u> - Maintain insurance coverage per the Agreement.	<u>Financial</u> - Establish the annual operation and maintenance costs to be included in the Association's annual budget. - Collect assessments from the Owners related to the operation and maintenance activities of the Facilities. - Fund and manage a capital reserve account for Facility repair and replacement. Repair and replace Facilities per the Agreement. <u>Management</u> - Operate and maintain Facilities per Operation and Maintenance Standards upon acceptance from the District. - Bid and award maintenance contracts; oversee performance of contractors, sub-contractors and vendors hired by the Association. - Oversee all community events and events sponsors within the Facilities. <u>Insurance</u> - Maintain insurance coverage per the Agreement.	<u>Standards</u> - Maintain fountains, water features and appurtenances in a functional, safe, clean and visually pleasing manner. - Maintain furnishings, boilers, pumps, machinery and appurtenances in a functional, safe, clean and visually pleasing manner. - Provide ongoing watering, fertilization, aeration, mowing, edging and weed and pest control within turf areas to maintain health and visual quality. - Provide ongoing watering, fertilization, pruning and weed and pest control for trees, shrubs, groundcovers, native grasses and perennials to maintain health and visual quality. - Replace mulch in planting beds as needed. - Periodically inspect plant materials for disease and infestation; promptly treat or replace affected materials. - Maintain irrigation system function and water application rates for optimum plant health and water conservation. - Provide seasonal irrigation system startup, shutdown, winterization and related repairs. - Remove trash, litter, debris and leaves as needed.

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
<i>In-Tract Open Space: Town Green and Parks per Exhibit B</i>			<u>Standards</u> • Promptly remove snow from sidewalks and paved trails. • Smooth and refill cinder walkway surfaces as needed. • Promptly remove graffiti. • Take appropriate action to correct any hazardous condition endangering public safety. • Immediately report any personal injury or significant property damage at the Facility to the District. • Repair or replace damaged Facilities as needed per the Agreement. • Perform all work in accordance with applicable laws, codes and regulations.

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
Recreational Parks/Swimming Pools per Exhibit B	<u>Financial</u> - Design, pay for and construct the Facilities. - Manage the Facilities' warranty contract. - Approve Swimming Pool User Fees per the Agreement. <u>Management</u> - Maintain Facilities per Operation and Maintenance Standards until acceptance by the Association. - Manage performance of contractors and sub-contractors hired by the District. - Retain fee title ownership to property and District improvements thereon. <u>Insurance</u> - Maintain insurance coverage per the Agreement.	<u>Financial</u> - Establish the annual operation and maintenance costs to be included in the Association's annual budget. - Collect assessments from the Owners related to the operations and maintenance activities of the facilities. - Set and collect User Fees per the Agreement. - Fund and manage a capital reserve account for Facility repair and replacement. Repair and replace Facilities per the Agreement. <u>Management</u> - Manage and operate Facilities upon initial issuance of Certificates of Occupancy or Operating Permits. - Maintain Facilities per Maintenance Standards upon acceptance from the District. - Set hours of operation and rules for use of Swimming Pools. - Bid and award maintenance contracts; oversee performance of contractors, sub-contractors and vendors hired by the Association. - Oversee all community events and events sponsors within the Facilities. <u>Insurance</u> - Maintain insurance coverage per the Agreement.	<u>Standards</u> - Maintain pools, water features and appurtenances in a functional, safe, clean and visually pleasing manner. - Maintain pool house, furnishings, boilers, pumps, machinery and appurtenances in a functional, safe, clean and visually pleasing manner. - Provide ongoing watering, fertilization, aeration, mowing, edging and weed and pest control within turf areas to maintain health and visual quality. - Provide ongoing watering, fertilization, pruning and weed and pest control for trees, shrubs, groundcovers, native grasses and perennials to maintain health and visual quality. - Replace mulch in planting beds as needed. - Periodically inspect plant materials for disease and infestation; promptly treat or replace affected materials. - Maintain irrigation system function and water application rates for optimum plant health and water conservation. - Provide seasonal irrigation system startup, shutdown, winterization and related repairs. - Irrigation controller programming and water application for appropriate water application rates. - Remove trash, litter, debris and leaves as needed.

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
<i>Recreational Parks/Swimming Pools per Exhibit B</i>			<u>Standards</u> • Promptly remove snow from sidewalks and paved trails. • Smooth and refill cinder walkway surfaces as needed. • Promptly remove graffiti. • Take appropriate action to correct any hazardous condition endangering public safety. • Immediately report any personal injury or significant property damage at the Facility to the District. • Repair or replace damaged Facilities as needed per the Agreement. • Perform all work in accordance with applicable laws, codes and regulations.

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
<i>Private Alleys per Exhibit B</i>	<u>Financial</u> - Design, pay for and construct the Facilities. - Manage the Facilities' warranty contract. <u>Management</u> - Maintain Facilities per Operation and Maintenance Standards until acceptance by the Association. - Manage performance of contractors and sub-contractors hired by the District. - Issue easements, licenses and utility permits as appropriate. - Retain fee title ownership to property and District improvements thereon. <u>Insurance</u> - Maintain insurance coverage per the Agreement.	<u>Financial</u> - Establish the annual operation and maintenance costs to be included in the Association's annual budget. - Collect assessments from the Owners related to the operation and maintenance activities of the Facilities. - Fund and manage a capital reserve account for Facility repair and replacement. Repair and replace Facilities per the Agreement. <u>Management</u> - Operate and maintain Facilities per Operation and Maintenance Standards upon acceptance from the District. - Bid and award maintenance contracts; oversee performance of contractors, sub-contractors and vendors hired by the Association. <u>Insurance</u> Maintain insurance coverage per the Agreement.	<u>Standards</u> - Take appropriate action to correct any hazardous condition endangering public safety. - Immediately report any personal injury or significant property damage at the Facility to the District. - Repair or replace damaged concrete paving, not including private driveway aprons, as needed per the Agreement. - Perform all work in accordance with applicable laws, codes and regulations.

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
Public Street Medians and Tree Lawns per Exhibit B	<u>Financial</u> - Design, pay for and construct the Facilities. - Manage the Facilities' warranty contract. - Reimburse the Association for costs and expenses of Association's management, operations and maintenance activities per the Agreement. - Repair and replace Facilities per the Agreement. <u>Management</u> - Maintain Facilities per Operation and Maintenance Standards until acceptance by the Association. - Manage performance of contractors and sub-contractors hired by the District. - Retain ownership to District improvements within public right-of-way. <u>Insurance</u> - Maintain insurance coverage per the Agreement.	<u>Financial</u> - Establish the annual operation and maintenance costs to be included in the Association's and District's annual budgets. - Provide the District with its operation and maintenance costs for the upcoming year. - Bill the District for the costs and expenses incurred by the Association per the Agreement. <u>Management</u> - Operate and maintain Facilities per Operation and Maintenance Standards upon acceptance from the District. - Bid and award maintenance contracts; oversee performance of contractors, sub-contractors and vendors hired by the Association. <u>Insurance</u> - Maintain insurance coverage per the Agreement.	<u>Standards</u> - Provide ongoing watering, fertilization, aeration, mowing, edging and weed and pest control within turf areas to maintain health and visual quality. - Provide ongoing watering, fertilization, pruning and weed and pest control for trees, shrubs, groundcovers, native grasses and perennials to maintain health and visual quality. - Replace mulch in planting beds as needed. - Periodically inspect plant materials for disease and infestation; promptly treat or replace affected materials. - Maintain irrigation system function and water application rates for optimum plant health and water conservation. - Provide seasonal irrigation system startup, shutdown, winterization and related repairs. - Remove trash, litter, debris and leaves as needed. - Promptly remove snow from sidewalks and paved trails. - Smooth and refill cinder walkway surfaces as needed. - Promptly remove graffiti. - Take appropriate action to correct any hazardous condition endangering public safety.

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
Public Street Medians and Tree Lawns per Exhibit B			<u>Standards</u> • Immediately report any personal injury or significant property damage at the Facility to the District. • Repair or replace damaged Facilities as needed per the Agreement. • Perform all work in accordance with applicable laws, codes and regulations.

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
Water Quality Ponds per Exhibit B	<u>Financial</u> - Design, pay for and construct the Facilities. - Manage the Facilities' warranty contract. - Reimburse the Association for costs and expenses of Association's management, operations and maintenance activities per the Agreement. - Repair and replace Facilities per the Agreement. <u>Management</u> - Maintain Facilities per Operation and Maintenance Standards until acceptance by the Association or City of Denver. - Manage performance of contractors and sub-contractors hired by the District. - Notify Association of Substantial Completion. <u>Insurance</u> - Maintain insurance coverage per the Agreement.	<u>Financial</u> - Establish the annual operation and maintenance costs to be included in the Association's and District's annual budgets. - Provide the District with its operation and maintenance costs for the upcoming year. - Bill the District for costs and expenses incurred by Association per the Agreement. <u>Management</u> - Maintain Facilities per Operation and Maintenance Standards upon acceptance from the District. - Bid and award maintenance contracts; oversee performance of contractors, sub-contractors and vendors hired by the Association. <u>Insurance</u> - Maintain insurance coverage per the Agreement.	<u>Standards</u> - Maintain ponds to ensure ongoing water quality function. - Remove trash, litter, debris and leaves as needed. - Take appropriate action to correct any hazardous condition endangering public safety. - Immediately report any personal injury or significant property damage at the Facility to the District. - Repair or replace damaged Facilities as needed per the Agreement. - Perform all work in accordance with applicable laws, codes and regulations.

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
Public Art Defined as art pieces or displays commissioned by the Stapleton Public Art Committee and paid for by DURA funds. Please refer to the Stapleton Public Art Master Plan for further information.	<u>Financial</u> - Care and conservation of Public Art will be ensured by strategically identifying and seeking funds for a dedicated conservation fund to support this work. <u>Management</u> - The District, or its designee, shall manage and maintain Public Art. - The District shall retain ownership of Public Art at Stapleton.	<u>Management</u> The Association shall assume no responsibility, implied or otherwise, of Public Art unless by separate agreement.	
Central Park	<u>Financial</u> - Design, pay for and construct the Facilities. - Manage the Facilities' warranty contract. <u>Management</u> - Maintain or caused to be maintained, Facilities per Operation and Maintenance Standards until conveyed to the City and County of Denver. - Manage performance of contractors and sub-contractors hired by the District. - Retain fee title ownership to property and District improvements thereon until conveyed to the City and County of Denver. <u>Insurance</u>	<u>Financial</u> - Establish the annual operation and maintenance costs to be included in the Association's annual budget. Collect assessments from the Owners related to the operation and maintenance activities of the Facilities. Fund and manage a capital reserve account for Facility repair and replacement. Repair and replace Facilities per the Agreement. <u>Management</u> - Operate and maintain Facilities per Operation and Maintenance Standards upon acceptance from the District. Until facilities are conveyed to the City and County of Denver. - Bid and award maintenance contracts; oversee performance of	<u>Standards</u> - Inspect the site for damaged facilities or hazardous situations. - Inspect the playground daily, immediately protect any damaged areas with fencing, tape, cones, etc. Notify Manager (Director of Parks and Environment or his designee). - Inspect equipment and fall surfaces at play areas daily; remove trash and/or any hazardous materials immediately; rake and sweep Fibar fall surface material and/or sand in play areas to maintain 12" depth of cover. - Check and empty trash receptacles & replace liners daily. - Check daily and empty recycle receptacles & replace liners as

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
	Maintain insurance coverage per the Agreement.	- contractors, sub-contractors and vendors hired by the Association. - Oversee all community events and events sponsors within the Facilities. <u>Insurance</u> Maintain insurance coverage per the Agreement.	needed. 4. Check and fill dog bag dispensers daily. 5. Maintain Concession Building: - Lock & unlock building daily. (Schedule to be arranged with Park Creek Metro District & Mortenson). Open overhead doors when weather permits daily. - Clean restrooms daily & restock all supplies daily. - Clean tables and chairs daily. - Remove loose debris from hardscape areas within 20ft. of building daily. - Remove graffiti in accordance with manufacturer's recommendations. - Immediately protect any damaged or hazardous areas with fencing, tape or cones. Notify Manager of any damage, hazards or malfunctioning plumbing, electrical, or mechanical problems. - Monitor & replace light bulbs as needed. 6. Maintain Picnic and Lake Pavilions: - Clean loose debris from hardscape a minimum of twice per week. - Clean picnic tables and benches daily. - Check bar-b-que grills daily and

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
			clean out as needed. 7. Remove graffiti from all structures or paving throughout the park in accordance with manufacturer's recommendation. 8. Provide snow removal from walks & paved areas beginning at accumulation of 1.5" with minimum 8 foot wide access to all hardscape areas. Provide annual hourly snow removal rate prior to each snow removal season. 9. Monitor all site furnishings; ensure they remain securely installed & free of graffiti and damage. 10. Weekly inspection of pedestrian lights & building lights. Protect public from any hazardous situations. Repair and replace lights as needed. 11. Inspect bocce courts daily from Memorial Day until October 15th. Remove any loose debris or weeds weekly. Report any damage to Manager. 12. Power wash picnic & grill areas and dumpster enclosures as needed but no less than quarterly. Additional cleanings can be provided upon request at an annual pre-approved cost per occurrence. 13. Maintain and operate accepted interactive fountain according to O&M manual specifications, during hours and dates provided by Park Creek Metro District. Observe daily during operation and shut down immediately and protect area with

Exhibit A – AMF Matrix

FACILITY	DISTRICT RESPONSIBILITIES	ASSOCIATION RESPONSIBILITIES	OPERATION AND MAINTENANCE STANDARDS
			cones or other effective devices if any malfunctions or problems to the Manager and Mortenson. NOTE: Special events in the park and/or surrounding areas will require additional clean up and/or services to be performed. Special event services are not a part of this contract but can be negotiated with or through the Manager.



May				
3	SAT	Spring Fling	Founders Green	TBA
26	SAT	Pools Open for Season		
31	SAT	Sweet William Market (SWM)	Founders Green	9:00 - 2:00pm
June				
7	SAT	Summer Concert Series (TBA)	Founders Green	6:00 - 8:30 pm
13	FRI	Summer Movie Night (TBA)	Founders Green	Dark (~ 7:30 pm)
15	SUN	"Season kick off" Farmers Market	Founders Green	9:00 am – 1:00 pm
21	SAT	Summer Concert Series (TBA)	Founders Green	6:00 pm - 8:30 pm
22	SUN	Stapleton Farmers Market	Founders Green	9:00 -1:00 pm
27	FRI	Summer Movie Night (TBA)	Founders Green	Dark (~ 7:30 pm)
28	SAT	Sweet William Market (SWM)	Founders Green	9:00 - 2:00pm
29	SUN	Stapleton Farmers Market	Founders Green	9:00 am – 1:00 pm
July				
4	FRI	Fourth of July Parade	29th Ave	10:00 am -11:00 am
11	FRI	Summer Movie Night (TBA)	Founders Green	Dark (~ 7:30 pm)
18	FRI	Relay for Life	Founders Green	TBA
26	SAT	Summer Concert Series	Founders Green	6:00 pm - 8:30 pm
26	SAT	Sweet William Market (SWM)	Founders Green	9:00 - 2:00pm
EVERY	SUN	Stapleton Farmers Market	Founders Green	9:00 am – 1:00 pm
August				
2	SAT	Summer Concert Series	Founders Green	6:00 pm - 8:30 pm
8	FRI	Summer Movie Night	Founders Green	Dark (~ 7:30 pm)
16	SAT	Summer Concert Series	Founders Green	6:00 pm - 8:30 pm
18	MON	Pools got to limited Fall Hours		TBA
22	FRI	Summer Movie Night	Founders Green	6:00 pm - 8:30 pm
30	SAT	Sweet William Market (SWM)	Founders Green	9:00 - 2:00pm
EVERY	SUN	Stapleton Farmers Market	Founders Green	9:00 am – 1:00 pm
September				
1	MON	Pools Close for Season		
27	SAT	Sweet William Market (SWM)	Founders Green	9:00 - 2:00pm
EVERY	SUN	Stapleton Farmers Market	Founders Green	9:00 am – 1:00 pm
October				
11	SAT	Fall Festival	Founders Green	TBA
November				
28	FRI	Winter Welcome	West Crescent / 29th Ave TC	5:00 pm - 7:00 pm

Updated January 29, 2008



January 7, 2008

REQUEST FOR NOMINATIONS

Notice is hereby given that THE MASTER COMMUNITY ASSOCIATION, INC. ("Stapleton MCA") is seeking qualified residents (see paragraph 3) to serve as the District 4 Community Delegate, to replace Michael Johnson who is unable to fulfill the full 2008 term. All nominations must be received by January 30, 2008 to the Stapleton MCA Office located at 2823 Roslyn St. Denver, CO 80238 or by fax at 303-388-1673

A "Delegate" is defined in the Community Declaration as the natural person selected by Members within a Delegate District to represent such Delegate District and to cast votes on behalf of Members within such Delegate District. Each Delegate shall have one vote for each vote which could be cast by Members voting to elect a Delegate for such Delegate District. Each Delegate may cast the votes, which he or she represents in such manner as the Delegate, in his or her sole discretion, deems appropriate, acting on behalf of all the Members in the Delegate District.

A Delegate must be a resident of a dwelling unit within the Delegate District, an occupant of a Commercial Unit, within the Delegate District, or an Owner, or, if any Owner is not a natural person, must be an authorized agent of the Owner. A Delegate may be reelected to an additional 1 year term, and there shall be no limit on the number of terms a Delegate may serve. District 4 is defined as all residential and commercial units located within the legal filings of Stapleton # 6, 8, 10, 17, 22 & 24 or refer to the Delegate District map located at www.StapletonCommunity.com

The purpose of each Delegate is to consider proposed community operational budgets on behalf of the members of their district. The "CCIOA budget" process allows for a veto, by the delegates, of all proposed budgets adopted by the Executive Board, as provided for in the Community Declaration. In addition Community Delegates have the responsibility to elect all "non-appointed" board members to the Stapleton MCA Executive Board. The Delegates also act as an advisory committee to the Executive Board attending quarterly board meetings and may give the Board advice on all matters and issues coming before the Executive Board.

All nominations must include: Name and Stapleton address (Residential or Business). Plus a short personal bio and a brief description of why you are interested in serving in this capacity.

Thank you for your interest in serving.

A handwritten signature in black ink, appearing to read "Keven A. Burnett".

KEVEN A. BURNETT
EXECUTIVE DIRECTOR

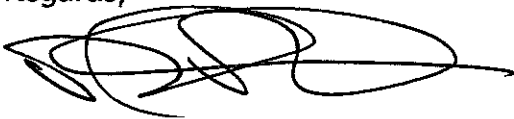
Interest Statement

I am interested in serving as the District 4 Community Delegate to continue contributing my community experience in a new environment. I served as HOA president for seven years in my previous living community in City Park West and moved to the Stapleton community this past summer. Since I have settled in my new location, one of my goals is to become involved in the community. I am now prepared to work towards achieving this goal.

As president of the Fairbanks Townhome Association in my previous living community, my responsibilities that may be relevant to the role of a District 4 Community Delegate included developing the annual HOA budget, communicating the annual budget to homeowners, analyzing homeowner dues structures for potential increases, communicating dues increases, and working with our management company to assess vendor performance.

In addition to the above experience, I have been active in the community through various organizations such as the United Way and understand the importance of maintaining commitments when working as a volunteer. Thank you for your consideration and please let me know if you have any questions.

Regards,



Dan Prather
2281 Valentia St.
303-881-6263

Dan Prather Biography

Dan Prather is a native of Denver and currently Senior Vice President of DualDraw, LLC. DualDraw is an air quality manufacturing business headquartered in the Denver Metro area that provides air filtration solutions to commercial customers across the country. He manages the business with his father and has been in this role since February 2005. As a principal at DualDraw, LLC, Dan is focused on growing the business, particularly its homeland security market presence.

Prior to DualDraw, Dan held a management position in Deloitte Consulting's Public Sector Consulting practice in Denver, CO. During his tenure at Deloitte he focused on assisting organizations with process and technology issues. He also specialized in performing economic impact studies for non-profit organizations.

Dan is a 2005 graduate of Leadership Denver and enjoys being active in his community. He was president of his homeowners association from April 2000 – January 2007 and has acted as chairman of a number of United Way annual campaigns while at Deloitte. He is currently Board Treasurer of the Denver Future Forum; a group of Denver leaders that gather to learn about and discuss social and economic issues affecting the Denver Metro area. During his free time he loves to spend time outside – especially in the Colorado mountains doing things like biking, hiking the Colorado Trail with his father, skiing, mountaineering, or just relaxing.

Dan obtained his undergraduate degree from Boston College. Following undergrad, he spent a year in the Jesuit Volunteer Corps advocating for the reduction of childhood hunger. He then pursued graduate studies and obtained his Masters in Public Administration from the Maxwell School of Public Affairs at Syracuse University.