

**Stirling Ranch Property Owners Association  
Design Review Board Meeting Minutes  
Thursday, December 18, 2025 at 2:00 p.m.  
Zoom**

<b>Attendees:</b>	<b>Present for the entirety of the meeting:</b>
	Tony Enea, DRB, lot 8, 403 Skipper Drive
	John Reohr, DRB, lot 10, 704 Skipper Lane
	Gary Manchester, DRB, Lot 26, 800 Schooner Lane
	Angela Loughry, Architect Consultant for DRB, 970-963-9720
	Sandy Rhodes, Lot 6, 407 Skipper Drive, Stirling Ranch POA board chair
	Allison Hjorth, lot 23, 79 Schooner Lane
	Lucas Peck, lot 23, lawyer at Peck Feigenbaum
	Cynthia Clavin, lot 13, 486 Schooner Lane
<b>Call to order</b>	Angela called meeting to order at 2:05 pm MST
<b>Lot 23</b>	Tony and Sandy explained that previously assessed fines for construction violations had been waived due to procedural errors, and they committed to removing the outstanding fees from Allison's account.
	Currently there is one outstanding item that is under a 30-day notice of fine – the completion of the ADU. That notice went out in early December.
	Lucas explained that final electrical inspection on the ADU was passed today. The final inspection for the entirety of the ADU has been called in, but it is not known yet when the inspection will be – likely next week.
	Allison noted she has not received any notice from IMM that fines are waived. Account showing \$7000 balance.
	Sandy said that attorney (Altitude) was supposed to respond to your attorney about waiving. Sandy to reach out to IMM to have the fine waived.
	John asked Angela to review the unfinished items <ul style="list-style-type: none"> <li>1. West wall concrete exposed</li> <li>2. Rock retaining wall at north of ADU</li> <li>3. ADU ground surface and ceiling</li> <li>4. Misc paint</li> <li>5. Gutters</li> <li>6. Driveway berm incomplete</li> <li>7. Hot tub area</li> <li>8. ADU not complete</li> </ul>
	Some deposit is delayed until seeds take hold in spring.
	Only outstanding item is ADU interior
	Allison does not want the DRB to visit and see the interior of ADU.
	Lucas pushed for a Certificate of compliance that shows that exterior work is complete and have the timely completion of interior of ADU is a separate issue.

	Much of discussion of keeping with the design guidelines to issue a certificate of compliance prior to calling for Certificate of Occupancy.
	<b>DRB directed Angela</b> to send Certificate of compliance with exceptions for seeding and ADU completion.
	Allison expressed her disappointment about the tone of the original fine letter and felt unwelcomed to Stirling Ranch.
	Tony noted that the DRB has no intention of being unwelcoming but that the project extended past the allowed construction time. The intent is not to fine but to ensure that construction disruptions are ended for all in Stirling Ranch. He also noted that Stirling Ranch has asked that the architectural review deposit be renewed per the guidelines (50% of original deposit).
	<b>Angela and Tony</b> to get accounting to Hjorth's about time spent on project
	Lucas noted that they understand that the deposit needs to be renewed.

<b>Lot 12</b>	Angela gave an update on the building corner stakes. The stakes are currently not in and Angela has requested them from the owner. She hasn't received confirmation yet.
	Gary confirmed that the stakes need to be installed and the DRB will look at them at that time.
	Cythia noted that they as neighbors cannot understand the impact of the home design with the story poles and stakes that are in place.
	John noted that he did not need to see the stakes in place to understand the location and impact of the home, but the rest of the DRB does want to see the stakes.
	Cynthia is confused by the submitted landscape plan. Angela explained that the landscape plan is a schematic level plan and in keeping with what the DRB sees at schematic approval. A more complete landscape plan will be reviewed at final approval.
	Tony noted that neighbors do not have rejection power over a design. The DRB is given the job of reviewing the design. While neighbors may give input, the DRB does need to protect all owners' rights in the neighborhood including the right of lot 12 to be able to build a home.
	Angela questioned if the DRB is thinking of removing the schematic approval of the home. Tony said they are not there but need to see the corners staked to confirm the approval.
	Cynthia and Mac expressed their previous objections to the schematic approval, which was confirmed as being on record.
	Angela to work with lot 12 to get the home corners staked.
	Once corners are staked, available members of the DRB will walk the site with Mac and Cythia.
	Sandy urged all to be clear on the site walk on lot 12 about meanings of words using.
<b>Lot 5</b>	DRB discussed status of work on lot 5- site has been grubbed and corners staked. Equipment moving on and off the site. No silt controls in place.
	Angela to get in touch with lot 5 to schedule pre-construction meeting and inform DRB members. If possible, some members may attend. Concerns for discussion the DRB meeting – erosion controls, driveway access, where will workers park, notice in real estate adds that a ADU can be added (all changes to design to go through DRB review)

<b>DRB schedule</b>	DRB decided to keep to a every other month schedule for meetings to ease demands on the volunteer board. If there are mid meeting items that arise that can run into 30 day response restrictions, Angela to inform the board.
	Angela to send send out schedule for DRB review with deadlines to receive information the first Monday of the month and meeting date the third Monday of the month starting in February 2026.
<b>Deposits</b>	DRB reviewed lot 24 and 30. Last review had unpainted utility box, vent and electrical box. Also, the landscaping was not complete. Tony to drive by and see if landscaping is complete.
	Lot 21, barn. Never got schematic approval. Considering it withdrawn. <b>Tony to check with IMM to make sure HOA is reimbursed for expenses. Once confirm, IMM to give money back.</b>
	Don't have an accounting on the architectural review deposits. <b>Tony to ask IMM.</b>
	Lot 10 work has not been done. Only design review fees.
<b>Lot 28</b>	Angela updated DRB that lot 28 sent some information in the last few days. It is unclear if work is going off the property. Angela sent email to owner about not going off property.
	Ok to put berm in utility easement but as owners risk.
<b>Adjourn</b>	Gary motioned to adjourn. Tony seconded. All in favor. Adjourned at 3:30.