

**Castle Pines Homes Association  
Board of Directors**

*Executive and Regular Meetings*

Castle Pines Homes Association  
688 W Happy Canyon Road Castle Rock, CO 80108

**Friday, January 17, 2014**

**ATTENDEES:** Directors Linda Battin, President; Terry O'Connor, Vice President; Len Jacob, Treasurer; Chuck Skinner, Secretary; Director Al Dugan. Present from the CPHA staff: General Manager Mark Larson, Accountant Carol Tilton, and Administrator Lisa Goodwin.

**OTHERS PRESENT:** Paul Dannels, Manager Metropolitan District; Jon Gray, Metropolitan District Engineer; ES Sergeants Bill Williams and Chris Valderrama; Residents: Lisa Voss, Don Somsy, Gene Roberts, Craig Sundquist, Janice and Chatt Wright.

**EXCUSED:** None

**MEETING AGENDA:** See attached.

**I. EXECUTIVE SESSION**

The Board of Directors met in executive session and discussed legal and personnel issues.

**II. CALL TO ORDER / MODIFICATION OF AGENDA**

The general meeting was called to order at 8:03 a.m.

**III. CONFLICT OF INTEREST DISCLOSURE**

Board members were requested to disclose any conflict of interest related to items on this month's agenda, or at any time during the meeting should a conflict of interest arise. No conflicts were identified.

**IV. MINUTES**

*(See Tab #1 of the January 2014 Board Package)*

**Motion** Upon motion duly made and seconded, the Board approved the December 2013 Board of Director meeting minutes with corrections as noted.

**VI. FINANCIAL REPORT** – Director Jacob

*(See Tab #2 of the January 2014 Board Package)*

Director Jacob presented the December 2013 Financial Report.

- A summary of year end financials for 2013 was provided to include a breakdown of the major items.
- An operational checking account was opened at Key Bank. A Certificate of Deposit (CD) account was opened at Champion Bank.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to accept the December 2013 Financial Report as presented.

**VII. HOMEOWNERS REQUEST TO BE HEARD: Items not on the agenda**

No homeowners requested to be heard.

**VII. INFORMATION/DIRECTION**

**A. Canyon Club Water Slide Discussion**

*(Advanced on the Agenda – See Slide Show Presentation Handout)*

Resident and Parks and Recreation Committee (P&R) Member, Lisa Voss, was present to provide a presentation to the Board regarding the replacement of the water slide at the Canyon Club. Ms. Voss presented a slide presentation detailing the following information:

- The current water slide at the Canyon Club is 15 years old; it has been repaired every year but now it is time to replace it.
- The reserve study allocates approximately \$29,000 for the replacement and installation of a new slide.
- The timeline to replace the slide in order to meet the Memorial Day opening of the pool would require the Board to approve the expenditure at the February Board meeting.

Two options for the new slide were shown to the Board. One option had a double platform with two different slide heights. The Board recommended that the P&R Committee look at all available options. The Board stated the water slide should be first class with safety as the main priority. Ms. Voss stated the P&R Committee would finish their work on the slide proposal and present the project to the Board at the February meeting for consideration.

**VI. MANAGEMENT/LIAISON REPORTS**

**A. Manager's Report – Mark Larson, General Manager**

Mark Larson, General Manager of the Castle Pines Homes Association presented the Manager's Report. *(See Tab #3 of the January 2014 Board Package)*

Resident Don Somsy was present to provide the Board with an update on the Railroad Quiet Zone project. Mr. Somsy read a letter to the Board that he sent to the Regional Director of the Federal Railroad Administration (FRA); a copy of the letter was also sent

to the Public Utilities Commission (PUC). The letter indicated frustration at the delays created by Union Pacific (UP) due to UP's refusing to accept the construction agreement with the County, and instead requesting maintenance agreements for "unspecified costs". Mr. Somsy stated the County cannot legally enter into an agreement for "unspecified costs".

The Board stated they would pursue intergovernmental meetings by pursuing both the political process and available contacts. The Board discussed the need to go to each individual political office for discussion and assistance. The Board determined it would be necessary to draft a briefing paper that would provide background information as well as highlight the key talking points.

Residents Janice and Chatt Wright of 358 Morning Star Way stated their frustration at having not been made aware of the train whistles by their realtor prior to buying their new home in the Village less than a month ago. Mrs. Wright offered her assistance to work on this issue with Mr. Somsy and/or the Board.

Resident and Communications Committee Chair, Craig Sundquist, reported the Volunteer Recognition Dinner will be held on February 26, 2014 at Cielo at Castle Pines. Mr. Sundquist reported the caterer selected was Catering by Design and that Administrator Lisa Goodwin has been coordinating all of the details for the event. Director Dugan stated he would like to recognize all of the individual committee volunteers at the event. Director Battin suggested that it would be more time friendly to recognize each committee after the reception and when everyone sits down to dinner. Director Dugan stated it would be nice to have recognition cards or a program book at each place setting. Mr. Sundquist agreed to have his committee work on this project and Larry Bundy agreed to take a picture of each committee to help create the book.

## **B. Emergency Services (ES) Report – Mark Larson**

Mr. Larson presented the Emergency Services report. (*See Tab #3 of the January 2014 Board Package.*)

Mr. Larson reported:

- There are now four Sergeants on staff.
- ES Officer Chris Valderrama was recently promoted to Sergeant and was also selected to be Officer of the Quarter. Sergeant Valderrama has been with ES since June 2012.

The Board congratulated Sergeant Valderrama and asked about his background. Sergeant Valderrama reported he has a Bachelor of Science degree in Criminal Justice from Metro State College and had been seeking employment with a law enforcement agency when he found our organization. Sergeant Valderrama also reported he is the new self defense instructor for ES. The Board thanked Sergeant Valderrama for his service to the Community.

Mr. Larson presented to the Board a slide presentation of current traffic violation statistics (*see handout of slideshow presentation*).

Resident Gene Roberts reported that children have been skateboarding near Tolland and Hidden Pond Place. Mr. Roberts reported that individuals were coming over from the apartment community. Mr. Larson responded this would be considered trespassing and if this activity is seen, the resident should immediately call it in to ES dispatch so a patrol officer can be sent out to investigate.

**C. Castle Pines Metropolitan District (CPMD) Items** – Paul Dannels, District Manager and Jon Gray, District Engineer.

Mr. Dannels reported the following:

- They have received reports of some youth going through the drainage channels and culverts on inner tubes.
- The Metro Board approved a transfer line for the Summit Area. This transfer line should fix the water pressure issues that are occurring in that area.

## **VII. ACTION ITEMS**

### **A. Dwelling Unit Rental/Lease Resolution**

*(See Tab #4 of the January 2014 Board Package.)*

Mr. Larson presented the proposed resolution and comments received from the community for the Board's consideration.

Director O'Connor made a recommendation that the language of the document drafted by the Board, entitled "Proposed Interpretive Principles Document" (*see attached document*) include the following statement: "Sale and leaseback arrangements by a Homeowner in which the Homeowner sells their home but remains in residence as a lessee for a period of time will be recognized as in compliance with the Association's CC&R's."

The Board made some small grammatical changes to the language of the resolution. The Board stated this resolution is designed to protect against homes in our community being utilized as vacation rentals or similar short duration leases.

Mr. Larson reported the changes made by the Board will go into the document and will be presented back to the Board at the February meeting for final approval.

**Motion** Upon motion duly made and seconded, the Board unanimously accepted the changes to the language of the Dwelling Unit Rental/Lease Resolution as presented.

## **B. Nomination to the Emergency Services Committee**

*(See Tab #5 of the January 2014 Board Package. )*

Mr. Larson reported two candidates were forwarded for the Board's consideration, Jackie Sundquist and Mark Lerner, for membership on the Emergency Services Committee. Mr. Larson added these two candidates would bring the Committee to a total of five members.

**Motion** Upon motion duly made and seconded, the Board unanimously approved the nominations of residents Jackie Sundquist and Mark Lerner to the Emergency Services Committee.

## **C. Banking Relationship Resolution – Email Confirmation**

*(See Tab #6 of the January 2014 Board Package. )*

**Motion** Upon motion duly made and seconded, the Board unanimously confirmed the email vote approving the banking relationship resolution with Champion Bank in Parker, Colorado.

## **D. North Meadows Extension**

### **1) Update**

Director Battin reported the following:

- There was a meeting with the County and the Metro District to review the latest requirements for the Town of Castle Rock to acquire property in the Village for the North Meadows Extension (NME). Director Battin reported they are getting closer to finalizing that boundary.
- It will be necessary to hire an appraiser at the Town of Castle Rock's expense (cost to be reimbursed by the Town) to provide an appraisal of the value of the land to be acquired by the Town.
- A landscape contractor has been retained and the CPHA is working to review areas that would need to be screened from the NME.

### **2) Funding Request**

Mr. Larson requested the Board approve funding for up to \$10,000 to cover the costs needed to conduct an appraisal and for the development of landscape plans. Mr. Larson stated the landscaping plans should maximize visual screening in areas that are identified as a priority and in turn evaluate the need for walls, berms and other landscaping. Mr. Larson further stated that the cost of the appraiser would be reimbursed by the Town of Castle Rock. It was suggested we retain the landscaper that has been working on the NME project for the Town of Castle Rock.

Mr. Larson reported the attorney the CPHA utilized on the condemnation issue should be able to provide recommendations for an appraiser. Mr. Larson added that "reasonable" appraisal fees will be reimbursed by the Town of Castle Rock.

**Motion** Upon motion duly made and seconded, the Board unanimously approved the authorization of \$10,000 for the work required to develop a landscaping plan for the purpose of screening from the North Meadows Extension, as well as any fees required to evaluate/appraise the property.

#### **E. Nominating Committee Report**

Director Skinner, Chair of the Nominating Committee, reported the Committee met and considered the qualifications of the two residents who submitted resumes for the open Board of Directors seats. Director Skinner reported the Committee found that the two candidates, incumbent Directors Battin and Dugan are qualified to run for the Board.

The Board discussed the issue of obtaining a quorum at the Annual Meeting of the Members. The Board concurred that Director O'Connor would be the default proxy on the proxy form used for the Board election. It was noted that while the Chair of the Nominating Committee is typically the designated default proxy, Director Skinner will be traveling near the time of the Annual Meeting and the Board was concerned about the possibility of flight delays preventing Director Skinner from arriving back in time for the meeting.

#### **VIII. Information/Direction**

##### **B. 2013 Access Control Update**

*(see handout of slides)*

Mr. Larson presented to the Board a slide presentation detailing the following statistics:

- A breakdown of traffic from October to December 2013.
- A breakdown by gate from October to December 2013.
- Fourth quarter numbers for the total traffic at all gates from the 2011-2013.
- The number of un-cleared guests in the fourth quarter of 2013.

The Board discussed the phone entry system currently in use at Gates 2 and 3. Mr. Larson reported he would be speaking with QuickPass and the Technology Committee to set up a meeting to look at combing the two key pad entry devices into one device in order to eliminate any confusion.

#### **IX. IMPORTANT MEETING DATES**

Mr. Larson reported the February 2014 Board Meeting will be held on Friday, February 21, 2014 in the Castle Pines Homes Association Conference Room located at 688 W Happy Canyon Road; 7:00 a.m. Executive Session, 8:00 a.m. Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, February 20, 2014 at 7:30 a.m.

The Volunteer Recognition Dinner will be held on February 26, 2014 at 6 p.m. at Cielo at Castle Pines.

The Annual Meeting of the Members will be held on March 10, 2014 at 7 p.m. at the Cielo at Castle Pines.

## **X. ADJOURNMENT**

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adjourn the January Board of Directors Meeting at 10:43 a.m.

Respectfully Submitted by,

Lisa Goodwin