

**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 18, 2013

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

OTHERS PRESENT: Paul Dannels, Metropolitan District General Manager; Jon Gray, Metro District Engineer; Sean Owens, Douglas County Engineer; residents: Don Somsy, Gene Roberts, Barbara Bundy, Brian Hebbard, Doreen Sanford, and Ray Bruening.

EXCUSED: N/A

MEETING AGENDA: See attached.

I. EXECUTIVE SESSION

The Board of Directors met in executive session and discussed an appointment to the Design Review Committee and several issues related to the community.

II. CALL TO ORDER / MODIFICATION OF AGENDA

The general meeting was called to order at 8:00 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 2013 Board Package)

Motion Upon motion duly made and seconded, the Board approved the December 2012 Board of Director meeting minutes with corrections as noted.

VI. FINANCIAL REPORT – Director Jacob
(See Tab #2 of the January 2013 Board Package)

Director Jacob presented the December 2012 Financial Report.

- The Association purchased a \$200,000 3-year CD at Mutual of Omaha Bank; the funds were transferred from Guaranty Bank.
- The Employee Holiday Fund (contributed to by the Members of the Homes Association) was approximately \$53,000 for 2012.
- Administrative Payroll Expense showed a positive variance for December.
- The expense category for Century Link includes installation expenses that occurred with our new phone system
- Emergency Services Labor Expense showed a large negative variance in payroll taxes due to the Employee Holiday Fund gross up.
- Emergency Services Uniform Expense included the cost for changes made to gate officer uniforms and for the addition of new staff.
- In anticipation of a refund from the pool services contractor the amount due will be booked as a receivable.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the December 2012 Financial Report as presented.

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

NONE

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 2013 Board Package)

Douglas County Engineer, Sean Owens, and resident Don Somsy were present to provide an update on the train whistle/Quiet Zone issue. (For previous discussion on this issue see the December 2012 Board Packet, VII. Management Report, Item A. "Manager's Report".)

Mr. Owens reported the following:

- The process for approval of the Quiet Zone is ongoing. The application to the PUC has not yet been submitted. The County is waiting for a final construction estimate for tying into the wayside horns from the Union Pacific (UP) railroad.
- The County is also waiting on a construction estimate from Burlington Northern (BN) railroad.
- The UP has 60 days to provide their construction estimate from the time of request; assuming the UP uses all 60 days to reply, the application to the PUC should be submitted around February 20th.

- The County will have to install approximately 60 signs indicating there will be no train horns/whistles blown along the corridor of the Quiet Zone.
- The activation date of the Quiet Zone is anticipated to be July 1st.

Regarding the Northstar (Filing No 38) project, Mark Larson reported the following:

- The project manager has indicated they will begin moving dirt to the berm inside Gate 3 within the next several weeks.
- Gate access for the construction workers has been going smoothly.

Director Skinner asked about the landscaping plan for the berm. Mr. Larson replied we would blanket and seed it for a cost of approximately \$3,000. Mr. Dannels recommended that a temporary irrigation system also be used and that the Metro District would install and operate the system.

B. Emergency Services (ES) Report – Drew Grant, Chief of Emergency Services (ES)

Chief Grant presented the Emergency Services report. (*See Tab #3 of the January 2013 Board Package.*)

Chief Grant reported:

- There were 619 incidents in December.
- Alarm reports increased 25% over same time last year.
- Chief Grant and Mark Larson met with the local Fire Chief to discuss the false alarm rate in the Village. The fire department officials would like to explore some possible changes in the response protocol to help reduce their response to false alarms. They will attend the Emergency Services Committee meeting in March to discuss these changes with the Committee.
- An article in the next issue of the Village Reporter will discuss the options available for connecting residential alarm systems to ES dispatch.
- ES is working to identify homes that have not had alarms over the past two years and they will contact those homeowners to insure their alarm system is operational and connected.
- A new patrol officer was hired last week. Personnel is currently at 33 total employees.

Chief Grant stated it is important for residents to check the battery on their alarm system; the cost is typically around \$35 for a replacement battery and an ES officer can help the resident to install the new battery.

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

Mr. Dannels reported:

- Mr. Dannels thanked the Board for their participation in a joint meeting held in November 2012 with the CPMD Board.
- Recently a woman went out on the ice on the Village Lake to retrieve her dog that had fallen through the ice. Mr. Dannels stated that the ice on that pond is very thin

due to the aerators that run continually. A representative of the South Metro Fire District wrote an informative article about the dangers of frozen lakes and ponds. This article will go into Metro's section of the next issue of the Village Reporter and will also be publicized in the email blast. The Metro District will also be posting warning signs around these areas to stay off the ice.

Mr. Gray reported:

- The final plans of the highway project for the North Meadows Extension indicate a flyover that has a 30' surface elevation at the intersection of Santa Fe Road and Castlegate Drive.
- The street lights at that intersection will be low luminescence but still visible from the Village.
- Efforts are being made by the Town of Castle Rock to start the project in the summer of this year.
- The Metro District will work with the Homes Association, Douglas County and the Town of Castle Rock to plan visual buffer berms as dirt becomes available from the project. .

The Board stated they are concerned about mitigating the impact of the highway. Mr. Larson reported the town will be placing balloons to provide a visual demonstration of the height elevation of the flyover. Director Battin stated that Homes Association has been meeting with representatives from the Town of Castle Rock and Douglas County to explore options for mitigation for the Village.

Resident and member of the Village Lake Homeowner's Association, Doreen Sanford, requested that a Village Lake Board member be invited to meetings with the Town and the County as a "silent observer" so he or she can report back to the Village Lake residents.

Mr. Gray reported the project will need approximately five feet inside of Village boundaries in order to do their "slopes". Mr. Gray stated when this request is made it would be a good time for us to make a request for a berm.

Mr. Gray reported on the R47/49 project:

- The project is now called "Northstar".
- The developer is currently beginning the installation of infrastructure on the property.
- The developer has indicated they may advance their anticipated June home construction date.

Director Battin asked Mr. Gray to comment on noise mitigation from I-25. Mr. Gray responded that current decibel levels from I-25 are not to the levels that damage the ear. Mr. Gray reported even though the interstate is noisy, it is not "damaging". Mr. Gray stated walls would reduce the decibel levels from I-25, but homeowners in the area would still hear road noise. Mr. Gray stated that a wall would also remove the view of the interstate.

Director Jacob thanked the CPMD for their work inside of Gate 4.

Director Dugan asked about the removal of the bollards inside of Gate 4. Mr. Dannels responded they have all been removed, and now there is once again damage to the road side areas. Mr. Dannels reported the CPMD's Traffic Engineer recommended the bollards come out in order to provide a "safe zone" for drivers. Mr. Dannels reported they are looking at reinstalling the bollards, but these will be flexible ones that will "pop back up" should a driver need to go over them to reach a safe zone.

Mr. Dannels reported the CPMD is looking at installing a raised sidewalk inside of Gate 2 to mitigate the safety concerns of pedestrians in the area. Director Dugan asked Mr. Dannels to provide information on Metro's traffic mitigation plans for 2013 at the joint CPHA/Metro board meeting scheduled for February.

Mr. Gray reported the fence along Happy Canyon Road has deteriorated and is falling apart. Mr. Gray reported he is looking at hiring contractors to pull out rotten posts and replace them. Mr. Gray stated "it is important to keep this fence intact as it acts as a delineator of the Village's boundaries". Mr. Gray reported the CPMD is working on a master plan to install fencing around the entire Village; this would be approximately 9 to 12 miles of fencing.

Director Dugan stated he was concerned about resident reaction that we are working on fencing when we don't yet have the problem at the southern boundary solved. Director Dugan stated he would like to have a discussion with the CPMD on this issue as "both Boards are working with limited resources". Mr. Dannels reported they are fixing the fence on Happy Canyon, but the fence around the entire Village is only a master plan at this time.

VII. ACTION ITEMS

A. Resident Request to Combine Two Lots – Mark Larson

Mr. Larson reported the DRC has reviewed this request. Resident Ray Breuning, owner of 660 Ruby Trust Court, was present to make the request to the Board.

Motion Upon motion duly made and seconded, the Board unanimously approved the request as presented to eliminate the lot at 659 Ruby Trust Drive and to allow this lot to be divided in half and absorbed into the two adjoining lots at 660 and 678.

Mr. Larson stated when the request goes to the County and a referral is sent to the CPHA, he will send a letter to the County indicating the Board's approval of the request.

B. Resolution for Addition to the Rules and Regulations – Mark Larson

Mr. Larson reported the Board approved the language of the resolution, relating to contractor access into the Village, at the December Board meeting. Mr. Larson reported once the Board accepts the resolution as a first reading it will go out to the community for comment and will be brought in front of the Board again for review at the next meeting and then final action can be taken in March.

Motion Upon motion duly made and seconded, the Board unanimously accepted the resolution as a first reading as presented.

C. Confirmation Regarding Banking Relationship Resolution

Motion Upon motion duly made and seconded, the Board unanimously confirmed the acceptance of this resolution through prior email correspondence.

D. Policy Regarding Inspection and Copying of Association Records

Mr. Larson reported this proposed policy was written by our attorney and is a reflection of the wording in House Bill 12-1237. Director O'Connor asked if there is anything in this policy that would require our administrative office to change their processes. Mr. Larson responded no. Director Dugan reported the CPHA has already been adhering to this policy.

Motion Upon motion duly made and seconded, the Board unanimously accepted to adopt the policy as presented.

E. Nomination for Member to the Parks and Recreation Committee

Mr. Larson reported this new member will be replacing the position recently vacated by Monica Flinner-Ross.

Motion Upon motion duly made and seconded, the Board unanimously approved the nomination of Daniel Berry to the Parks and Recreation Committee.

VIII. Information/Direction

A. Access Control Update – Chief Grant, Brian Hebbard, and Mark Larson (see attached handout of slide presentation)

Chief Grant presented slides showing the history of our access control program from 2008 to present. Resident and Member of the Emergency Services Committee (ESC), Brian Hebbard presented a slide showing the total traffic at all gates from October to December of 2012. Mr. Hebbard reported nearly 1.8 million vehicles came through our gates in 2012. Director Dugan stated this is not surprising as it represents approximately 2.5 entries per day per household exclusive of visitors.

Mr. Hebbard reported that due to the high volume of gate entries, the gate operating mechanisms are working more frequently. Mr. Larson reported this information will be provided to our reserve study organization as the gate actuators are failing faster than anticipated.

Mr. Larson presented a slide on the matrix used to evaluate the QuickPass system. Mr. Larson presented a slide showing the breakdown of the total entries in 2012 compared to total entries in 2011. Mr. Larson also presented a slide showing the breakdown of entries in 2012 by gate. Mr. Larson further reported in a recap of 2012 that of the nearly

400,000 visitor entries into the Village, 93% of the visitors were cleared for entry in advance of arriving at the gate.

Director Skinner asked if the ESC has calculated what would be saved if we use a phone at Gate 3 instead of having it staffed. Mr. Larson responded if we do not staff Gate 3 this will drive all construction traffic during the week to Gate 5 since Gate 1 cannot handle most construction traffic due to the height restriction there. However Mr. Larson stated that the phone system at Gate 3 could work on Sunday.

B. Gate Hour Staffing Discussion - Mark Larson

(For previous discussion on this issue see the December 2012 Board Packet, VIII. Information/Direction, Item D)

(see attached handout of presentation)

Mr. Larson presented information on visitor traffic at Gate 4. Mr. Larson also presented information on the total traffic at Gate 4 indicating that after 10 pm there are approximately 3 guest entries a night during those hours and stated that we are paying overtime for those two hours from 10 pm to Midnight.

Mr. Larson reported the following:

- The ESC recommends reducing gate hours at Gate 4 back to 10 pm from midnight.
- According to QuickPass information, 99% of visitor traffic would be served during these proposed hours.
- Gate 1 is staffed 24/7 and can serve after hour guests when needed.
- The reduction in hours back to 10 pm would result in \$15,300 annual cost savings.

Mr. Larson recommended adding a call box to Gate 5. Mr. Larson reported the call box will hold 3,000 numbers and there are 1,000 residents in the north side; it is anticipated that not all residents will sign up, and not all residents have three numbers per household. Director Dugan stated the perception is that we should have 24-hour gate staffing in our community. Director Jacob stated that we should reduce gate hours all at once. Mr. Larson responded we can do this on April 1st – once the information has been publicized at the Annual Meeting and in the next issue of the Village Reporter. Mr. Larson stated the call box could be installed at the same time at Gates 3, 4 and 5, however no adjustment to hours would be made until April 1st. Mr. Larson reported the cost per call box is approximately \$5,000. The Board asked Mr. Larson to provide additional recommendations at the February Board meeting and indicated they would withhold a decision until then.

Director O'Connor stated he would like to see the CPHA Board in the future "be more strategic" and would want the Board to defer more to the committees for solutions.

X. IMPORTANT MEETING DATES

Mr. Larson reported the February 2013 Board Meeting will be held in the Castle Pines Homes Association Conference Room located at 688 W Happy Canyon Road, Castle Rock on Friday, February 15, 2013, 7:00 am Executive Session, 8:00 am Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, February 28, 2013 at 7:30 am.

The Annual Meeting of the Members will be held on Monday, March 11th at 7 pm at Cielo at Castle Pines.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the January Board of Directors Meeting at 10:50 am.

Respectfully Submitted by,

Lisa Goodwin