

**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 28, 2016**

**ATTENDEES:** Directors Terry O'Connor, President; Chuck Skinner, Vice President, Len Jacob, Treasurer; and Al Dugan, Secretary. Present from the CPHA staff: General Manager Mark Larson, Chief of Emergency Services Rick Plotke, Senior Administrator Lisa Goodwin.

**OTHERS PRESENT:** Jeff Coufal, District Manager from the Castle Pines Metropolitan District; Residents: Gene Roberts and Jan Burmeister.

**EXCUSED:** Director Linda Battin

**MEETING AGENDA:** See attached.

**EXECUTIVE SESSION:** The Board of Directors met in executive session and discussed legal and personnel issues.

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

The general meeting was called to order at 8:05 a.m. Mr. Larson reported that Item C. under Information/Direction, "South Metro Fire District/Emergency Services Training Program" would be removed from the today's agenda and discussed at a later Board meeting.

**II. 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 2016 Board Package)*

**Motion**

**Upon motion duly made and seconded, the Board approved the December 2015 Board of Director meeting minutes with corrections as noted.**

## **V. FINANCIAL REPORT: December 2015**

Mr. Larson presented the December 2015 Financial Report and reported the following:  
(See Tab #2 of the January 2016 Board Package)

- Regarding the Capital Budget: there are external wood surfaces on several of our facilities that need to be repainted; Village Lake Fitness Center lighting is to be replaced with more efficient LED lighting.
- Regarding the Balance Sheet: the Mutual of Omaha account will come due on the 28<sup>th</sup> of this month; the Long Range Planning and Finance Committee (LRP&F) has recommended that we move the funds from this account to First Academy Bank and into a 2-year Certificate of Deposit at 1.3% interest. Director Dugan stated that we may want to reconsider that duration of investment since that would put two Certificate of Deposits maturing at the same time. Director Jacob stated the LRP&F Committee would look into that item.
- Regarding Accounts Receivable: the LRP&F Committee has recommended we write off approximately \$300,000 as a result of a particular builder's failure to pay assessments on 12 lots for over several years; these lots are anticipated to go into foreclosure in the very near future. Director Dugan stated that he objected to changing the Balance Sheet and instead recommended that this item become a footnote on the Balance Sheet. The Board discussed both options and decided to move forward with the LRP&F Committee's recommendation.

**Motion** Upon motion duly made and seconded, the Board approved to correct the Balance Sheet to write off the approximately \$300,000 balance of uncollected assessments from a single builder, that are not anticipated to be collected, in order to reflect a more accurate financial position.

**Director Dugan opposed.**

- Regarding Administrative Operating Expense, Attorney's Fees: this expense category came in with a negative variance for the year.
- Postage Expense in December included the cost for three community-wide mailings; the Comcast letter, the Holiday Gift Fund letter, and the mailing of Homes Association assessment coupons.

Chief Plotke presented the Emergency Services Financial Report. Chief Plotke reported the following:

- Emergency Services Operating Expense Building M&R shows a negative variance of \$5,000 for the year due to some repairs and equipment that needed

to be replaced. The replacement of the doors at Gate 1 was a significant expense. The Board discussed not capitalizing this expense.

- Vehicle M&R ran negative for the year due to some needed repairs. The two Honda Pilots are scheduled to be replaced this year.
- Additional expenses included the replacement of a large filing cabinet, patrol officer ballistic vests, and the cost for firearms range time.

Mr. Larson continued the Financial Report. Mr. Larson reported the following:

- Fitness Center operations expense for the year includes the additional costs for repairs, snow removal, and janitorial services which we made adjustments to for next year.
- Community Operations Expense for the year includes our rebate program from Comcast and also reflects additional costs for more homes to be serviced by Waste Management that were not originally anticipated for 2015.
- Summit Club Operating Expense includes the cost for additional dumpster “lifts” as this receptacle was utilized more frequently in 2015.
- Although Oktoberfest was slightly over budget Events Expense came in positive for the year.
- Landscape and Maintenance Expense came in with a positive variance for the year because several items were deferred in order to protect against the possibility of unanticipated expenses from the North Meadows Extension project. This line item has been adjusted from a budget of \$30,000 in 2015 to \$100,000 for 2016.

Director Skinner requested that this year we include a column on the financial report in December showing what the following year’s budget is for each expense category in order to better compare, the current year’s anticipated variance. The Board agreed with this recommendation.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to accept the December 2015 Financial Report as presented.

#### **VI. HOMEOWNERS REQUEST TO BE HEARD**

Resident Jan Burmeister from 342 Tamasa Place was present before the Board to discuss spring improvement projects that would be partially funded by the Castle Pines Preservation Association. Mr. Larson stated this item is to be discussed next on the agenda and during his Management report. Mrs. Burmeister agreed to participate in the discussion as a part of Mr. Larson’s Management report.

## **VII. 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 2016 Board Package).

Mr. Larson presented several slides regarding the design and installation of the Canyon Club Picnic Pavilion (see attached handout of slides). Mr. Larson reported the following:

- A Canyon Club Pavilion is designed to be a multi-purpose structure that will include picnic tables, BBQ grills, and a fire pit/fireplace.
- The Parks and Recreation Committee at their last meeting discussed having tables which can be easily removed so that the entire space could be opened up.
- A section of the existing parking area will be removed to accommodate the pavilion therefore additional parking will need to be installed to accommodate the additional spaces needed along with two required disabled parking spaces.
- Several residents on Richmond Hill Court (overlooking the Canyon Club) have raised opposition to improvements on the Canyon Club property. A slide was presented showing the options for including extensive landscaping and trees to the facility for those residents. The Board discussed this issue and stated that the project was extremely well thought out and conceptualized.
- Mr. Larson presented the idea to place a plaque on the facility that would recognize the joint effort between the three organizations – the Castle Pines Preservation Association, The Castle Pines Homes Association and the Castle Pines Metropolitan District.
- This project is anticipated to start this year and to cost approximately \$150,000 to complete. The entire project to include final design, construction, and landscaping will be presented to the Board for approval.

Mr. Larson reported the Castle Pines Preservation Association (CPPA) was founded over 10 years ago by several residents. The CPPA was founded with the intention of preserving the Village's original plan for design and growth at a time when the Village was experiencing significant development, and the Homes Association Board of Directors included Builders/Developers, and was not the resident-run Board that it is now.

Mrs. Burmeister reported the following:

- The remaining CPPA Board members are working to officially dissolve the CPPA, and there are funds that will need to be distributed.

- There is approximately \$39,000.00 that the CPPA has elected to provide to the CPHA for a capital improvement project within the Village.

Mrs. Burmeister stated that Mr. Kingery, who recently passed away, dedicated many hours on behalf of the community and requested that the pavilion's dedication plaque include a statement that the funds from the CPPA are dedicated in memory of Bill Kingery. Director Dugan stated that although he has a conflict of interest on this issue due to having a long standing friendship with the Kingery's, he supported Mrs. Burmeister's request and encouraged the Board to not only recognize the CPPA's contribution to the community over the years, but to also recognize the leadership of Bill Kingery to further the CPPA's efforts on behalf of the community. Director Skinner presented the idea of having a dedication ceremony after the project is completed.

Mr. Larson stated there could be a tax implication should we accept the money from the CPPA directly; as an alternative the CPPA could simply pay expenses in the amount of their participation directly to the contractor(s).

Mr. Larson reported the Forest Stewardship Committee will have a special insert in the Annual Meeting packet to discuss the identification and removal of noxious weeds. There will also be a special summit on this issue later in the spring to include the CPHA and the CPMD.

Director Jacob asked that we include a standing item on the Board agenda to discuss the upcoming cancellation of Comcast bulk agreement service, and Comcast's corresponding "transition" activities on behalf of the residents.

Director Dugan asked about the future of our gate access security program. Mr. Larson reported we will have a replacement identified by the end of this summer. The Technology Committee and Emergency Services Committee are working to review possible options.

Director Dugan suggested that we work with QuickPass to resolve the problems instead of looking to replacing them. Mr. Larson reported that two other companies have been identified as possible options to QuickPass, however QuickPass will also be allowed to bid. Mr. Larson reported that we are currently not receiving the level of service we require. We have discovered in our review of QuickPass' competitors that QuickPass has not been advancing in their technology, and QuickPass fees continue to increase.

Mr. Larson reported the Emergency Services Committee is working to develop the requirements needed, and the Technology Committee will be evaluating the technology capabilities of the options considered. Director O'Connor stated it is more important that we do it right than do it quickly.

**B. Emergency Services (ES) Report** – Rick Plotke, Chief of Emergency Services presented the Emergency Services report. (*See Tab #3 of the January 2016 Board Package.*)

President of the Board, Director O'Connor presented the Emergency Services Officer of the Quarter award to Officer A.J. Woods. Director O'Connor reported that Officer Woods originally joined us in 1997 as a Patrol Officer and was promoted to a Sergeant; in 2011 Mr. Woods left us but returned as Dispatch Officer 2014. Officer Woods has successfully completed EMT training and was recently promoted to Vacation Check Officer. The Board thanked Officer Woods for his dedication to service for our community.

Chief Plotke reported the following:

- ES responded to 630 incidents in December with 7 medical assists. From last year to this year we had an 18% increase in total medical calls.
- One Patrol Officer left the department this week to take a position as a police officer with Arapahoe County, and another Patrol Officer will be leaving in February to take a position with a local fire department.
- The new break-away gate arms have operated extremely well and we are looking at replacing the other flat gate arms with the break-away gate arms.
- The hot spots for speeding are right inside Gate 3 and on Country Club Parkway near Northwood Lane.

**C. Castle Pines Metropolitan District (CPMD) Items** – Jeff Coufal, District Manager.

Regarding Metro District activities, Mr. Coufal presented several slides (*see attached handout of slides*) and reported the following:

- The asphalt project for the community will be completed by the end of June. The budget of approximately \$1 million dollars for the project was approved by the CPMD's Board.
- Next week the CPMD will begin a storm drainage project to install two 36" pipes, behind two homes that are along golf course property. There is a drainage channel in this area that after a rain storm will dump a large amount of sediment onto nearby residents' properties. The existing channel at 18" is too small and needs to be improved/corrected. The drainage channel is on Golf Club property and the District has a drainage easement on that part of the property.
- There is a fire hydrant in the middle of a walking path on Country Club parkway that will be moved back.
- A Chateau Ridge drainage project will begin on January 29<sup>th</sup>.

- The removal of the two traffic circles located on Castle Pines Drive South inside Gate 4 will be completed by the end of June. These traffic circles will be replaced by two speed tables in those same general areas.

## **VII. ACTION ITEMS**

### **A. Proposed Annual Meeting Agenda**

Mr. Larson presented a draft agenda for the Annual Meeting of the Members scheduled for March 14, 2016. The Board discussed who would be addressing each item. Director Jacob requested that Village Beautification be a discussion item under Village Activity. Mr. Larson reported the Annual Meeting packet will go out in the mail by the end of next week. Director Dugan suggested some revisions to the agenda's formatting/scheduling. The Board discussed the Village issues to be discussed and agreed to remove the item "noxious weeds" and instead include an agenda item called Village Enhancement where noxious weeds would be discussed.

## **IX. INFORMATION/DIRECTION**

### **A. North Meadows Extension Update**

Mr. Larson reported construction on the wall at the corner of Santa Fe and Castlegate is scheduled to begin the second week in February. Mr. Larson reported he spoke with several of the residents that live near the 13-acre parcel, and they have indicated they would like to have some input on the location selection for the trees to be installed there. Mr. Larson reported the goal is to have all of the mitigation screening in place before the roadway opens in late June; the trees near the 13-acre parcel will be installed in April, and the trees for screening at the corner of Santa Fe and Castlegate will be installed in May.

Director O'Connor asked about the installation of the emergency egress gate. Mr. Larson reported he recently spoke with Art Griffith from the Douglas County, regarding joint funding of the project, and the plan is to have it installed shortly after the road is opened.

### **B. Homes Association/Emergency Services 2015 Activity Recap**

Mr. Larson presented several slides to discuss activity within the Village during 2015 (see attached handout of slides). Mr. Larson reported:

- There were 31 new homes reviewed and approved by the DRC in 2015.

- 12 custom homes and 19 were alternative homes.
- 79 landscape projects were reviewed.
- There were 51 for sale pine cone plaques sold and of those 15 were returned for a refund.
- There were 21 mailboxes sold. Mailboxes, numbers and replacement flags are sold by the Homes Association at cost.

The Board discussed presenting some of this information at the Annual Meeting – particularly the Design Review activity.

Regarding Emergency Services activity for 2015, a percentage - reflecting either the increase or decrease in activity - for different categories was presented. Total activity increased by 4.6%.

**C. South Metro Fire District/Emergency Services Training Program**

This item was removed from the agenda and deferred.

**IX. IMPORTANT MEETING DATES**

Mr. Larson reported the February 2016 Board Meeting will be held on Thursday, February 25, 2016 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 Wednesday, February 24, 2016 at 8:30 a.m.

Mr. Larson reminded the Board of the Winterfest event at the Summit Club on February 20<sup>th</sup> beginning at noon.

**X. ADJOURNMENT**

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved to adjourn the January Board of Directors Meeting at 10:25 am.**

Respectfully Submitted by,

Lisa Goodwin  
Senior Administrator