

**Castle Pines Homes Association  
Board of Directors**

*Executive and Regular Meetings*

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

**Wednesday, January 18, 2017**

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

**OTHERS PRESENT:** Castle Pines Metropolitan District General Manager, Jeff Coufal; Residents Tim Ostrowski, Gary Kirschke, Jim Jepson, and Rick Huser; Emergency Services Gate Officer Reed Diamond.

**EXCUSED:** N/A

**MEETING AGENDA:** See attached.

**EXECUTIVE SESSION:** The Board of Directors met in an Executive Session and discussed legal and personnel issues.

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

The general meeting was called to order at 8:04 a.m.

**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.

**III. DECEMBER 2017 MEETING MINUTES**

*(See Tab #1 of the January 2017 Board Package)*

**Motion**

Upon motion duly made and seconded, the Board approved the December 2016 Board of Director meeting minutes with corrections as noted.

*Director Battin abstained due to having been absent at the December Board meeting.*

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

Residents Tim Ostrowski, Gary Kirschke, Jim Jepson and Rick Huser were present before the Board to discuss the issue of I-25. Mr. Kirschke reported that at the last Board meeting the Board agreed to address the issue of repairing the small dip in the berm along I-25 that is creating a sight line to the highway for residents nearby. Mr. Larson reported he spoke to CDOT as this area is on CDOT's right-of-way. Mr. Larson reported CDOT stated they would be doing more work there as there are drainage issues there that need to be addressed; however they were not able to provide a definitive date of when the work would begin. Mr. Larson stressed that any we would do along I-25 would require CDOT approval. Mr. Larson stated he would provide Mr. Kirschke with updates as soon as he receives more information from Art Griffith at Douglas County.

#### **V. ACTION ITEMS**

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

Mr. Larson reported he made some changes to the agenda to accommodate the additional time needed for the election process, and to be able to provide the most important content earlier in the meeting and before attendees started to leave. Mr. Larson reported he removed the agenda item for recognition of the Committees and proposed that in its place we run a repeating slide show recognizing each of the Committees, we place the Committee recognition poster out front, and Director O'Connor can also make mention of the Committees in his opening remarks. The Board agreed to Mr. Larson's proposed changes.

**Motion** Upon motion duly made and seconded, the Board unanimously approved the proposed Annual Meeting Agenda as presented with the provision that items under "Update of Village Issues" may be modified.

Director Skinner suggested that we also provide information to residents about upcoming events.

#### **VI. INFORMATION/DIRECTION**

##### **A. 2016 Recap**

Mr. Larson presented a slide presentation (*see attached handout of slides*) and reported the following:

- The numbers provided by QuickPass regarding overall gate activity state that we have increased gate entrances this year by 300,000, however this number is highly suspect as not being correct. Gate 5 continues to have the most total entries annually.
- There were a total of 127 broker access entries for 2016.
- The Design Review Committee (DRC) reviewed a total of 13 new homes in 2016. There were 36 deck reviews primarily due to some construction defects by one builder. There were also three home additions, 67 miscellaneous exterior modification requests, and 23 certificates of occupancy issued.
- Regarding usage at the Village Lake Fitness Center, the software that is being used for access crashed and all entry data prior to November 7 was lost. Director Battin commented that the doors do not close properly and stated we need to fix the doors. Treadmill usage over the last four years shows an average of 16.7 hours usage per day between all three treadmills.

## **B. Review of Annual Meeting Timeline**

Mr. Larson presented a slide presentation (*see attached handout of slides*) and reported the following:

- ComputerShare has been contracted to oversee the election and their fees have been from last year.
- There will be a community forum the week of February 13 for residents to meet the candidates.
- This year we will make the proxy a different color paper so that it is easily recognized within the packet.
- There are currently several instances on the proxy informing residents that a proxy can only vote for the candidates selected on the proxy. Director Battin suggested that the current proxy form is confusing and suggested it be formatted differently so that the selection of the candidate be the first item on the proxy. Mr. Larson stated he would meet with the Nominating Committee to discuss possible modifications to the proxy and instructions.

## **C. QuickPass to dwellingLIVE Transition Update**

Chief Plotke presented a slide presentation (*see attached handout of slides*) and reported the following:

- The contract with dwellingLIVE was signed on December 16. QuickPass was notified of the termination of service on January 5.
- QuickPass will provides us a data file from the system on January 12.

- On January 30, dwellingLIVE will begin gate installation and will need approximately three days per gate house to make the transition to the new system.
- We expect to make the full switch to the dwellingLIVE software on midnight of March 1.
- There will be training sessions for residents and staff, and there will also be training information on the CPV website and in the email newsletter. Director Battin stated that the resident training session dates need to be published in the upcoming issue of the Village Reporter.
- Director Dugan suggested that we test the system to see how accurate the incoming information is to the existing database.
- The new access system will be discussed at the upcoming “Coffee with the Manager” event on January 31. We are currently selling new VLFC access cards at the fitness center and at the CPHA office. The Fitness Center access system will fully transition over on February 16. To date we have sold 117 new access cards.
- Resident training programs are scheduled for February 4, 11, 15 and 22 with the possibility of additional dates being added.
- Employee training will be held on February 20.

## **VII. MANAGEMENT/LIAISON REPORTS**

### **A. General Manager – Mark Larson**

Mark Larson, General Manager of the Castle Pines Homes Association, presented the Manager’s Report. (*See Tab #3 of the January 2017 Board Package*).

- The Gate 3 remodel is almost complete. Some stone work needs to be finished, and they are currently working on the gate arms. Water from the front planter was seeping back into the front wall of the Gate House and when pulled away there was significant water damage and rotting due to poor drainage. This problem has since been corrected. The roof, stone and siding on the Gate House are all new.
- Director O’Connor asked the Board if we have communicated successfully to the Village as to why we have conducted these gate improvement activities. Director O’Connor asked Mr. Larson to think about communication opportunities to the community regarding our future gate improvements.
- The feedback received from the Coffee with the Managers event was that we are not communicating enough with the community; we also received feedback that the timing of the Gate 3 improvement was inconvenient due to the holiday season.
- The Community Pavilion project at the Canyon Club sat in the County approval process for almost six months. The building permit has been issued and construction of the pavilion has started. The facility will be ready for use prior to Memorial Day weekend.
- The stone work on the emergency evacuation gate, on the south side of the Village alongside Castlegate Drive, will be done by the end of the week. The Metro District

staff is assisting with engineering for the evaluation roadwork, more information will be presented in the future.

- Mr. Larson has been meeting with the Long Range Planning and Finance Committee (LRP&F) regarding the content for the Long Range Plan. The draft of this document will go out to the Committees for review, input and inclusion of any Committee projects that are anticipated; the document will then be presented to the Board for review. Director Skinner suggested there be a narrative included that describes the Village at build-out and the possibility of additional facilities/amenities that may be included.

The Board stated that the second page of Mr. Larson's General Manager Report is excellent. Director Jacob asked that updates regarding Lagae Road and Happy Canyon Road improvements be included in his report.

Mr. Coufal reported that Happy Canyon Road will be repaved at the beginning of the summer. Douglas County will contract to repave the road. There are very specific weather requirements for asphalt work. Mr. Coufal reported as soon as Douglas County posts their project timeline they will share this information with the community.

Director Battin reported that according to the City of Castle Pines the temporary extension for Lagae road will open the week of January 23.

## **B. Emergency Services (ES) Report**

Rick Plotke, Director of Emergency Services, presented the Emergency Services report. *(See Tab #3 of the January 2017 Board Package.)*

Chief Plotke reported the following:

- There were 720 incidents with eight medical assists in the month of December.
- Regarding staffing levels, a Patrol Officer resigned. Gate Officer Carol Thompson who has been out on disability leave will be returning to work in January. The new Dispatcher hired has passed her training.
- There were six broker access requests in December.

Director Jacob stated that the reduction in residential alarms may indicate that fewer homes are connected to Emergency Services for alarm monitoring. Mr. Larson reported our alarm system is not set up to "ping" homes for verification of connection, and to do so would require a hardware change to the home's physical alarm system. Director Dugan asked that Mr. Larson work with the Technology Committee to determine if there is a way for us to be able to detect if a home has a connected alarm system, particularly for those homes connected by Comcast.

Chief Plotke continued his report:

- There were several theft reports including stolen outside patio furniture, a bike taken from an open garage, and a missing passport taken during a move into the Village.
- Traffic stats show an increase in the number of NOV's issued for December. Director Dugan recognized Chief Plotke's efforts and leadership in this matter.
- ES is using the new traffic speed monitoring cart to help us determine where the speeding activity is occurring.

### **Presentation of the Emergency Services Officer of the Quarter Award**

Director O'Connor presented the Emergency Services Officer of the Quarter award to ES Gate Officer Reed Diamond. Director O'Connor reported that Mr. Diamond is a Colorado native, a recent college graduate and an aspiring chef. The Board thanked Mr. Diamond for his excellent service to the community.

### **C. Metropolitan District Items – Jeff Coufal, District Manager**

Mr. Coufal provided an update from the Castle Pines Metropolitan District (CPMD). Mr. Coufal reported the following:

- Per last month's Board request for the cost to conduct a trail expansion feasibility study, the study will cost approximately \$5,000.00 to complete. The Board discussed whether or not the study should be conducted. Mr. Coufal reported that the addition of interior trails would start to look more like sidewalks as there will be a need for curb and gutter to help with drainage. Director Skinner stated our trail system is designed to circumnavigate the community only and interior trails were not considered and constructing them would not keep with the desired look of the Village. The Board agreed to not conduct a feasibility study.
- The Metro District's Civil Engineer has been working with the architect for Gate 4 regarding the planter and related drainage requirements. It was determined that placing a large planter there will block drainage from storm flows into Haskins Gulch.
- Next month Mr. Coufal will report the Metro District's timeline for road work over the summer.

Director Dugan asked who is responsible for making sure the developers in our community restore the roads to their pre-construction condition. Mr. Larson reported that Infinity is not yet done with their infrastructure work, specifically for utilities, and will therefore need to make cuts again into the roadway. Mr. Larson reported that Infinity has stated they will need to get the utility work done by early summer; once completed they will install an asphalt patch. Mr. Coufal reported the developer is required by the County to "flow fill" the holes with concrete, and then later once all construction activity has been completed, to grind out that concrete and fill the hole with an asphalt patch.

The Board suggested that another combined Metro and Homes Association meeting be scheduled for April.

### **VIII. FINANCIAL REPORT: DECEMBER 2016**

Mr. Larson presented the December 2016 Financial Report and reported the following:  
(See Tab #2 of the January 2017 Board Package)

#### Financial Recap for 2016:

- We had a positive variance for 2016 of just under \$256,000.00.
- We made an adjustment for bad debt. Director Jacob reported that most of the bad debt is attributable to one homeowner that has incurred significant fines for not completing their home within the time requirement.

#### Capital Projection:

- The Gate 4 upgrade is on the 2017 Capital Projection.

#### Balance Sheet:

- There is a Certificate of Deposit with RBC Bank that will come due on January 23. We will not be reinvesting it, but rather allocating the funds towards New Capital projects scheduled for 2017.

#### Income Statement:

- The positive variance in Alternative Lots continued to the end of the year.
- DRC, Design Review Fees: we ended the year with a negative variance, however there are four houses currently in the review process and the fees for those reviews will be received this year.
- Holiday Gift Fund: the final disbursement to employees will be made by the end of January.
- Administrative Labor Expense: this expense item came in positive for the year, the negative variance in the Administrative Payroll line is a timing issue.
- CPHA Building M&R expense: adjustments were made for this expense category in the 2017 budget.

Chief Plotke presented the Financial Report for Emergency Services Operating Expenses, and reported the following:

- ES Operating Expense, Building M&R: includes the expense to replace the heater at Gate 4.
- Employee Appreciation Expense: includes cost for gift cards.

Director Dugan complimented Chief Plotke's efforts at managing and forecasting the budget and financial documents.

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

- Meals Expense: includes a lunch provided for the DRC at one of their meetings.
- Village Lake Operating Expense: The credit we are owed by Apollo will be exchanged for some maintenance work needed to the pool equipment. We are currently out to bid for a new pool contractor for the 2017 season.
- Community Operations Expense: this expense item came in positive for the year due to the application of the rebate from Comcast.
- Canyon Club Operations Expense: new benches were purchased for court 5 at the tennis courts. There was also some maintenance work done on the pool boiler.
- Summit Club Operations Expense: includes all of the work needed to maintain the boiler through the summer. We have a quote for a new boiler that will be presented at the February/March Board meeting.
- The North Meadows Extension: we spent \$68,488.00 plus the \$111,000.00 from the Town of Castle Rock, so between the two over \$170,000.00 were expended by the Homes Association for mitigation projects.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to accept the December 2016 Financial Report as reported.

#### **IX. REVIEW OF BOARD DIRECTIVES**

Mr. Larson provided a review of the tasks/directives assigned to him by the Board during the meeting:

- Location of the Daniels Park Road equestrian easement.
- Work with DRC regarding lighting and the community's lighting policy.
- Work with the Metro District on the storage tank installation at the Summit Club and the process for notifying the residents.
- Possible replacement of the Village Lake Fitness Center doors.
- Notify residents of the Community Forum to meet the Board candidates.
- Potentially modify the Annual Meeting agenda; modify the proxy and instructions.
- Better communication options to the community regarding the Gate 4 remodel.
- Conduct additional research on what the Village will look like at build out - for inclusion in the Long Range Plan.
- Work with the Technology Committee to develop a way for our monitoring system to recognize inactive alarm systems.
- Work with the Developers regarding road patching and road cleaning.

- Schedule a joint meeting with the Metro District in April.
- Conduct additional research regarding the Siebert Annexation question.

Director Skinner suggested that Mr. Larson number the list going forward.

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

Mr. Larson reported the February 2017 Board Meeting will be held on Thursday, February 23, 2017 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 Board meeting for April is scheduled for the evening with the Executive Session at 5:30 pm and the General Session beginning at 6:30 pm.

The next Castle Pines Metropolitan District Board meeting will be held on Wednesday, February 22, 2017 at 7:30 a.m.

#### **X. ADJOURNMENT**

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved to adjourn the January Board of Directors Meeting at 10:34 am.**

Respectfully Submitted by,

Lisa Goodwin  
Senior Administrator