

**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, February 17, 2012

ATTENDEES: Directors Al Dugan, President; Jim Walker, Vice President; Len Jacob, Treasurer; Linda Battin, Director. Present from the CPHA staff: General Manager Mark Larson, Chief of Emergency Services Drew Grant, Access Control Supervisor Ken Graham and Administrator Lisa Goodwin.

OTHERS PRESENT: Paul Dannels and Emily Coll from the Metropolitan District; Jake Schroeder from Aslan/Riverdell; Sean Owens, Douglas County Engineer; Residents: Don Somsy, Monica Flinner-Ross, Lee and Kris Henry, Sue Navarro, Gene Roberts, Mark Lerner, Jack Hummel, Lydia Roberts.

EXCUSED: Kim Wagner, Secretary

MEETING AGENDA: See attached.

I. EXECUTIVE SESSION

The Board of Directors met in an executive session and discussed financial and legal matters; two of the items discussed are on the general session agenda – Gate 2 and the Garden Club.

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 February, 2012 Board Package)

Motion Upon motion duly made and seconded, the Board approved the January 20, 2012 Board of Director meeting minutes with corrections as noted.

V. FINANCIAL REPORT – Director Jacob
(See Tab #2 of the February, 2012 Board Package)

Director Jacob presented the January, 2012 Financial Report.

- Cash and securities indicate that one account is slightly over the FDIC limit of \$250,000 therefore another account will be opened at Guaranty Bank. We have a banking relationship resolution already in place with Guaranty Bank.
- Administrative labor expense shows a positive variance due to a timing issue.
- DRC architectural consultant has billed the CPHA for work on Gate 2 gate house exploratory documents. This expense will be allocated to the Board's discretionary fund.
- Administrative operating expense includes the annual fee for the Castle Rock Chamber of Commerce membership.
- Payroll tax expense includes the cost of two employees on long term disability.
- Mr. Larson to research the cause of the negative variance in utilities expense

Mr. Larson reported Douglas County has apologized for their error in not notifying the CPHA regarding the lot on the south side of the Village that requested permission to combine into one lot. Mr. Larson reported Douglas County will honor the CPHA's request that the two lots may never be combined again in the future. *(For previous discussion on this issue see the January 2012 Board Packet, IV. Board Minutes, Management Report.)*

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

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

Gene Roberts, 5082 Hidden Pond Place, requested to be heard by the Board on the issue of publicizing the roundabouts. Mr. Roberts suggested to the Board that a ribbon cutting ceremony be held this summer following the completion of the roundabout landscaping. Mr. Roberts stated a ribbon cutting ceremony would help in positively publicizing the roundabouts, political dignitaries might accept an invitation to be involved since this is an election year, the County Commissioners should also be invited, and the real estate offices could join in by conducting a big open house event that day. The Board asked Mr. Roberts to put together a formal proposal for this event and bring it back to the Board next month.

VII. MANAGEMENT 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 February, 2012 Board Package)

Resident Don Somsy and Douglas County Engineer Sean Owens were present to provide the Board an update on the Train Whistle/Quiet Zone issue. Mr. Owens reported they are working on right of entry issues at the crossings and expect to have the formal proposal in front of the Public Utilities Commission (PUC) within two to three months. Mr. Owens reported the timeline for the project is: (1) survey and design work are completed during the first 60 to 90 days, (2) an intent to create a quiet zone is filed, (3) agreements with the railroads are finalized as to what construction activities they would need to do, and (4) dates are confirmed on the railroad company's construction schedule. Mr. Owens reported that he anticipates the construction work to occur this summer.

Residents, and Garden Club members, Sue Navarro and Dee Metcalf, along with The Metro District's Water Conservation Technician, Emily Coll presented to the Board the Garden Club's proposal to turn the CPV's serenity garden near Village Lake into an official "plant select" garden. Ms. Navarro stated the plant select garden program is a cooperative between the Denver Botanic Garden and Colorado State University and provides a strong educational program on xeriscaping and water conservation for gardening. Ms. Coll provided a handout of the program to the Board (*see attached handout*). Ms. Navarro requested the CPHA join this association, and highlighted the benefits of membership as including free plant material and free plant signs/stakes. Ms. Coll reported the Metro District is currently a member of this plant select association and there is no cost to join. Ms. Navarro reported one of the conditions of membership is to open the participating garden to the public for viewing.

The Board responded it is our policy to be a private community and the CPHA would not wish to allow access to the public to view this garden. The Board stated if the garden was on private property the homeowner would be able to invite whomever they wished from the public to come and view the garden, however since the garden exists on open space the Board cannot, as a matter of community policy, allow it to become accessible to the general public, nor can it be promoted as such. The Board suggested the Garden Club attempt to leverage the Metro District's membership in order to participate in the free educational opportunities and the free plant materials. The Board agreed to allow the Garden Club to provide brochures about the garden to residents entering through Gate 4. The Board thanked the Garden Club for their efforts at working to enhance the aesthetic value of our community. Paul Dannels from the Metro District stated he would assist the Garden Club in their efforts. Resident Lee Henry offered his company's printing services to produce the garden stakes.

Mr. Larson reported the CPHA has been looking to reduce vehicle fuel costs by "piggybacking" onto the Metro District's wholesale fuel purchasing program. Mr. Larson reported the Metro District receives tax breaks that the CPHA does not qualify for therefore we would not be allowed to use the same tank the Metro District uses. Mr. Larson did report that he and Mr. Dannels had discussed the CPHA installing our own tank under the environmental license of the Metro District. Mr. Dannels reported the Metro District is also discussing a cooperative agreement with the Golf Club and Country Club reiterating that the higher the quantity of wholesale fuel purchased, the greater the discount to all parties involved. The Board stated we need to determine, on average, how many gallons of gas we use a year. Mr. Larson reported he would be doing more research on this issue and will come back to the Board at a later date.

Mr. Larson reported the Communications Committee has published their first, full color issue of the Village Reporter.

Mr. Larson reported that he and Mr. Dannels met with the County and the Town of Castle Rock regarding the issue of access onto the property outside of our fence line for the purpose of surveying for the N. Meadows Interchange. Mr. Larson reported the CPHA has received the preliminary right of entry agreement from the Town, and the document has been sent to our attorney for review. Mr. Larson reported we are asking that the agreement include the provision it be updated every 90 days. Mr. Larson reported the document would be presented to the Board at a later date meeting for approval.

B. Design Review Committee (DRC) Report – Director Jim Walker

Director Walker reported a new, custom home at 329 Paragon Way has come before the DRC for approval. Director Walker further reported Richmond Homes is moving forward with an April/May time frame to start the construction of 19 homes in the Village Lake area.

Resident Kris Henry stated that as a result of the CPHA's forest mitigation efforts, conducted on our open space several years ago, she can see the traffic lights from I-25 from her home. Ms. Henry asked the Board to plant trees and shrubs to replace the trees that were removed and to provide additional noise mitigation. Resident and Chair of the Forest Stewardship Committee, Jack Hummel, reported that dead wood and dead scrub had to be removed in order to protect the surrounding homes from fire danger. The Board suggested that Ms. Henry work with the Forest Stewardship Committee on possible solutions to this issue.

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

Chief Grant presented the Emergency Services report. (*See Tab #3 of the February, 2012 Board Package.*)

Chief Grant reported:

- There were 488 incidents for the month of February; of these 8 were medical assists.
- Annual update letters have been sent out to the residents. So far, ES has found a few homes that do not have a connected alarm system and one home that has ADT for their monitoring service.
- Emergency Services lead dispatcher accepted a position with the Aurora Consolidated Emergency Dispatch Center and two patrol officers have left the department after accepting jobs with Arapahoe County Sheriff's department.
- A mock child abduction exercise was conducted last month by the Douglas County Sheriff's department in cooperation with other local authorities. DCSO is getting certified as a "CART" team. Sergeant Ken Graham observed the exercise.

- Incidents of animals-off-leash remain consistent with both repeated violators and new violators. NOV's are only written if an officer observes the violation. If an officer writes a violation for an incident reported by another resident but not observed by an ES officer, the reporting resident will be required to come before the Enforcement Committee to testify at the hearing, and will therefore no longer be anonymous. Director Walker stated we are not being proactive enough, and if a particular resident is repeatedly being reported to ES, we need to send a letter to that resident detailing the issue. Mr. Larson reported we are presently doing just that; in addition, if the offender is a renter both tenants and owners will receive a letter.
- Red and green lights are currently being tested at Gate 4. Director Jacob reported there have been many positive comments on the lights.

VIII. ACTION ITEMS

A. Wildlife Committee Nomination for New Members – Mark Larson
(See Tab #4 of the February, 2012 Board Package.)

Motion Upon motion duly made and seconded, the Board approved the nominations of residents Pauline Carabelli, Ron West, and Rich Nipert to the Wildlife Committee.

B. Proposed Resolutions to the CPHA Rules and Regulations – Mark Larson
(For previous discussion on this issue see the January 2012 Board Packet, IX. Information/Direction, Item B. Homes Association Rules and Regulations Resolution Process".)

1. Employee Relations
(See Tab #5 of the February, 2012 Board Package.)

Mr. Larson reported modifications were made per last month's discussion. If the Board accepts the current language, the resolution will be posted to the website and sent in the email blast for resident comment and feedback. Director Dugan stated that when we publicize this resolution, we must also inform residents that conversations on the ES side are being recorded.

Motion Upon motion duly made and seconded, the Board approved to accept the language of the Employee Relations resolution as presented and proceed with the process to solicit feedback from the community.

2. Policy Regarding Firearms
(See Tab #6 of the February, 2012 Board Package.)

Mr. Larson reported the language of the resolution has been revised to include language that a responsible authority must take care of pests outside of the home. Director Walker reported in Colorado you are allowed to carry a weapon and Title 18 allows you to shoot wildlife to protect yourself but not to protect your dog or pet.

Motion Upon motion duly made and seconded, the Board approved to accept the language of the Policy Regarding Firearms resolution as presented and proceed with the process to solicit feedback from the community.

IX. Information/Direction

D. Metropolitan District Items – Paul Dannels

Advanced on the Agenda

Mr. Dannels reported the Sheriff's department has been patrolling Happy Canyon near the roundabouts and giving out warnings for speeding and not yielding in the roundabouts.

Director Walker reported that one of the issues brought up at the Gate 2 community meeting was the limited line of site for drivers entering Gate 2. Director Walker added that should traffic through Gate 2 increase this could become a safety issue for pedestrians near Gate 2. Director Walker asked Mr. Dannels if the Metro District could look at this issue from a traffic perspective and determine if a sidewalk could be constructed along the roadway at Gate 2.

Mr. Dannels responded the entry to Gate 2 is a very treacherous area for pedestrians because there is a dangerous curve. Mr. Dannels added the Metro District will be looking at this area as a part of their speed mitigation efforts and there is room for a path, however the residents in that area may not want it because it would potentially cover landscaping that comes up to the road.

A. Gate 2 Gate House Update – Mark Larson

(For previous discussion on this issue see the February 2012 Board Packet, IX. Information/Direction, Item A. "Gate Two Gate House Presentation".)

Mr. Larson provided a slide show to the Board as a recap of the presentation made at the Gate 2 gate house community meeting earlier in the week (*see attached handout of slides*).

- The pro's and con's of the project were presented, a draft site plan was shown and a draft elevation was shown.
- The costs were presented to include the construction costs and the annual costs to staff and maintain the gate house.
- The comments received back could be categorized into one of four areas:
 1. Ability for visitors to enter the Village through Gate 2.
 2. Safety concerns.
 3. Increase the technology at the gate.
 4. Unneeded expenditure to construct and operate a staffed gate at Gate 2.

Director Walker stated we are doing a good job of creating a more secure community, and what we are hearing is that the residents involved want more convenience getting into Gate 2. Director Dugan stated he heard quite a few complaints about QuickPass

not working correctly. Chief Grant responded the biggest issue is due to user error and not the functionality of QuickPass.

Resident Kris Henry addressed the Board with a recap of the concerns of those residents that want a gate house at Gate 2. Ms. Henry stated the following:

- Traffic safety is mentioned repeatedly; speeding and a dangerous corner are at issue.
- A traffic study by the Metro District indicated that a speed table is needed inside Gate 2. Should construction traffic begin to enter through gate 2, there are eight driveways inside Gate 2 that access Castle Pines Drive South.
- Currently much of the guest traffic traveling to the area inside of Gate 2 is going through Gate 4 because of access issues. There are 29 driveways, two bus stops and kids riding bikes to the Canyon Club inside Gate 4 and these residents did not expect to have this increased guest traffic that might otherwise have accessed the Village from Gate 2.
- 53 homes could finance operational costs; \$300,000 has been allocated to fitness center equipment, trails, etc.

Director Jacob reported the CPHA invests \$500,000 a year into our reserves in order to maintain our current assets and we cannot take these funds and use them elsewhere. Director Walker stated the residents needed to make their case as to why a Gate 2 gate house is needed and then it is the Board's responsibility to figure out how to fund it. The Board stated they are in support of considering a gate house at Gate 2, but until such time as the gate house can be funded they will work to find solutions in the near future to solve the convenience issues at Gate 2. Ms. Henry requested a timeframe for when the Board would be ready to make a decision on the construction of gate house at Gate 2. Director Dugan stated that he felt the Board would be ready to make that decision in June. Ms. Henry thanked the Board for the improvement to the signage at Gate 2.

B. Gate 1 Update – Mark Larson

Mr. Larson provided the following updates regarding Gate 1:

- Landscaping is being done at both roundabouts; delays have been due to the weather.
- Karla Estey (CPHA Landscape Contractor) has met with the Golf Club to discuss landscaping at Gate 1.
- Lighting for the landscaping has not yet been installed because the ground is still frozen.
- The project should be completed by the end of May.

D. Gates 1, 3, 5 Traffic Update – Mark Larson

(For previous discussion on this issue see the February 2012 Board Packet, VI. Homeowners Request to Be Heard)

Mr. Larson presented a slide presentation to the Board indicating quarterly updates of traffic numbers through the gates (*see attached handout of slides*).

Mr. Larson reported the heaviest usage at all of the gates was through Gate 5, which included construction traffic. Chief Grant reported that a hand count was done in January over a two week period to determine the number of large trucks coming into the Village through Gates 1, 3 and 5.

X. IMPORTANT MEETING DATES

Mr. Larson reported the March, 2012 Board Meeting will be held in the Castle Pines Homes Association Conference Room located at 688 W Happy Canyon Road, Castle Rock on Friday, March 16, 2012, 7:00 am Executive Session, 8:00 am Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, March 15, 2012.

There will be two public meetings regarding R47/49: Planning Commission Meeting on February 27th at 7 pm, and a County Commissioners public meeting on March 20th. There will be a public meeting on the Lagae development at Castle Pines North Community Center, February 23rd – time is TBD.

The Board thanked Director Jim Walker for his dedication, service and contribution to the Castle Pines Homes Association as a Board Director.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the February Board of Directors Meeting at 11:55 am.

Respectfully Submitted by,

Lisa Goodwin