

**Castle Pines Homes Association
Board of Directors**

Executive and Regular Meetings

Castle Pines Homes Association
688 Happy Canyon Road - Castle Rock, CO 80108
Friday, March 20, 2009

ATTENDEES: Directors Ed Will, President; Al Dugan, Vice President; Jim Walker, Secretary; Dan Roth, Treasurer; Kim Wagner, Director; Present from the CPHA Staff were: General Manager Mark Larson, Chief of Emergency Services Drew Grant, Accountant Carol Tilton, Design Review Administrator Jerry Winkelman, Standards Monitor Jo Lewis, Administrator Lisa Goodwin.

OTHERS PRESENT: Mike Staheli from Jack Vickers office; John Gray from the Metro District. Residents: Greg Braden, Marti Jones, Monica Flinner-Ross, John Nelson, John Blair, Jerry Raskin, Len Jacob, Craig Sundquist, Linda Battin, Stacie Chadwick, Bill Kingery, Cheryl McClure.

MEETING AGENDA: See attached

I. EXECUTIVE SESSION

The Board of Directors met in an executive session and discussed legal & personnel matters and other topics to be discussed in open session.

II. CALL TO ORDER

The general meeting was called to order at 8:02 a.m.

III. CONFLICT OF INTEREST DISCLOSURE

Board members should 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.

VIII. ACTION ITEMS

A. Board Officer's Election

Advanced on the Agenda

Motion Upon motion duly made and seconded, the Board unanimously approved the appointments of Ed Will as President of the Board of Directors, Al Dugan as Vice President, Jim Walker as Secretary, Dan Roth as Treasurer and Kim Wagner as Director.

The Board congratulated returning Board member Jim Walker and new Board Director Kim Wagner.

IV. MINUTES

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the February 20, 2009 Board of Director meeting minutes as presented.

V. FINANCIAL REPORT

Len Jacob of the Long Range Planning and Finance Committee presented the February Financial Report. (see attached)

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the February 2009 Financial Report as presented.

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

Resident John Nelson of 487 Hyland Drive requested to be heard on the issue of access control at Gate 2. Mr. Nelson stated that it would be inconvenient for regular visitors such as their family members and dog sitter to go through Gate 4 to reach their home. Mark Larson stated that transponders can be purchased for family members outside of the Village. When the new transponder system becomes active in August residents can lend their transponder to a dog sitter while they are on vacation as it will be in a removable sleeve.

VII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

Mark Larson, General Manager of the Castle Pines Homes Association, presented his Management Report. (*See attached report*)

B. Design Review Committee Report – Jim Walker

Jim Walker, Chair of the Design Review Committee, presented the DRC report. (*See attached report*). The DRC is meeting only one time per month due to low activity.

C. Emergency Services Report – Drew Grant

Drew Grant, Chief of ES, presented the Emergency Services report. (*See attached report*). Vehicle robberies have occurred on the south side of the Village. Cars were outside and unlocked and items left inside were stolen.

VIII. ACTION ITEMS

B. Parks & Recreation Capital Requests - Stacie Chadwick

1. Summit Club Water Slide

The water slide at the Summit club will be a 7 foot, commercial grade, tan color slide with a side loading ladder. The Board was concerned about injury and it was discussed to post a minimum height requirement for using the slide.

Motion Upon motion duly made and seconded, the Board moved and unanimously approved the Park & Recreation Committee's capital request for \$8400 to purchase and install a water slide at the Summit Club.

2. Summit Club Playing Field Fence

As a safety measure for the children playing on the field and for cars driving by the playing field, the Parks & Recreation committee is requesting to install a fence line around the playing field. The fence would be similar to the fence around the pool, have 4 stone columns, and installed by the same contractor. There will still be room to put in the proposed trail.

Motion Upon motion duly made and seconded, the Board moved and unanimously approved the Park & Recreation Committee's capital request for \$15,000 for the installation of a fence line around the Summit Club playing field.

IX. INFORMATION/DIRECTION

A. Village Access Control - Greg Braden *Advanced on the Agenda*

The Emergency Services Committee is requesting from the Board the approval to change the gate staffing hours at Gate 5 immediately. The new hours will be Monday - Saturday, 7am - 11pm and Sunday 7am - 11 pm. They are responding to resident concerns about high traffic volume at Gate 5 after 7 pm. Gate 5 is presently the only gate that does not have late hour staffing.

The Emergency Services Committee is presently evaluating the issues of how to turn around people at the gate, and what system can replace the Code Blue call boxes. If a visitor shows up at Gate 2 or Gate 3 after staff hours and they don't have a pin number they can push a button on the Code Blue system and reach Gate 1 or Gate 4; the officer will then have to let them inside the gate so that they can hopefully turn around and leave. The Code Blue system is not designed to handle the anticipated high volume of calls into dispatch once all of the cards are deactivated in August. There have been ongoing communication problems between dispatch and Gate 5 on the Code Blue system. The Board requested that in order to avoid confusion residents be instructed that it is a five-digit pin number (to include the # sign as the fifth digit), and that the dispatch phone number be posted at each gate. A visitor that did not write down the correct pin number, or has trouble entering the number at the keypad, will need to use the call button.

Motion Upon motion duly made and seconded, the Board moved and unanimously approved the Emergency Services Capital Request for \$21,645 to provide additional staffing hours at Gate 5.

VIII. ACTION ITEMS

C. Emergency Services Capital Request (Access Control System) - Drew Grant & Craig Sundquist

The ESC has looked at several vendors (seven in total) and is recommending the vendor Door King Systems for the installation of an active reader system. It was noted that they have excellent references and have been in business for over 20 years. Door King is willing to provide an extra card reader for free, and could also install a fire strobe system at each gate so that emergency service vehicles can enter into the Village right away. The Board requested that a D&B report be pulled on the manufacturer. Residents do not have to have a transponder to enter the gates; they can always get in at a staffed gate with a resident sticker on their windshield. In order to purchase a transponder the resident must register it to a specific vehicle and ES will keep that information on record. If a car is stolen ES can immediately deactivate that transponder.

Motion Upon motion duly made and seconded, the Board moved and unanimously approved the Emergency Services Capital Request for \$43,000 to purchase a new RFID access control system and the associated related expense of \$138,000 for transponders; the latter expense to be recouped through sale of cards to residents.

VIII. ACTION ITEMS

E. Enforcement Committee Appeal: John Blair, 837 Good Hope Drive *Advanced on the Agenda*

Resident John Blair appeared before the Board to appeal the fine of \$56 for a traffic violation. Mr. Blair requested that Chief Grant inform the Board as to what transpired after he left the Enforcement Committee hearing. Chief Grant stated that two members of the EC recused themselves and the remaining members determined that the fine should remain in place. The ES officer was allowed to remain in the room during the final determination by the EC. Mr. Blair stated that his primary purpose for appealing the decision was to discuss with the Board the practices and procedures of the Enforcement Committee's hearing process. It was discussed that the Officer should not have been allowed to remain in the room for further discussion with the EC without the presence of the person to whom a violation/fine has been issued. The Board asked that Mark Larson speak with the EC to relate the discussion held at the Board meeting.

VIII. ACTION ITEMS

D. Committee Appointments

1. Forest Stewardship Committee

Motion Upon motion duly made and seconded, the Board moved and unanimously approved the appointment of resident Rodman Brewster to the Forest Stewardship Committee

2. Long Range Planning & Finance Committee

Motion Upon motion duly made and seconded, the Board moved and unanimously approved the appointment of residents Rob Bohacs and Jim Lovell to the Long Range Planning & Finance Committee

3. Technology Committee

Al Dugan stated that committee appointments would be deferred until the next Board meeting in April.

F. Open Space Project at the Canyon Club – John Gray & Jim Walker

Due to the immediacy of this issue it was added to the agenda on the day of the board meeting.

The new home construction at 3 Elk Pointe will generate 100,000 cubic yards of dirt that will need to be removed from the property. The homeowner has offered this dirt, free of charge, to the Homes Association and the Metro District. The DRC is proposing that the dirt be used to create a berm near the Canyon Club facility, across from the tennis courts in the open field area, and along Canyon Club Drive for the purpose of providing a loading/unloading site for moving vans. Presently there are no permanent locations in the Village for moving vans other than commonly used dirt turnouts in various areas; one of the most frequently used areas is just inside of Gate 3. Given the amount of dirt this berm will be a significant structure, and prior to shaping the berm we will need to have County approval on erosion control. This would involve a \$2,000 fee with a sketch plan. There was discussion about the ability to get a quick approval from the County. John Gray from Metro stated that to seed it and shape it would cost less than \$10,000 and no watering would be needed. Landscaping with trees could also be included should the budget allow for it. There were resident concerns about losing event parking, blocking the view from the Canyon Club facility, and the potential for blowing dirt near the Chateau Ridge homes. Mark Larson stated that the HA has considered creating a paved parking area on the other side of the tennis courts, and along Haskins Gulch, to serve the HA building, the Canyon Club and the tennis courts. This parking area would provide approximately 110 parking spots.

Motion Upon motion duly made and seconded, the Board moved and unanimously approved to take advantage of the opportunity to take dirt from 3 Elk Point, and then work with the Metro District to create a berm at the open space near the

Canyon Club; shape it, blanket it, seed it, and then in the future provide landscaping on it for the purpose of providing a moving van turnout area.

The Metro Board will have to approve the plan to share in the expenses. As a part of the Village's overall beautification project the DRC would like to either formalize all of the dirt turnouts in the Village or put up bollards.

IX. INFORMATION/DIRECTION

B. Legal Action on Hunting Issue on the King Property - Mark Larson

The State Attorney General's office has filed a motion to stop the preliminary hearing on a permanent injunction, asking that the parties be first required to exhaust all administrative remedies. The SAG is saying that the Court does not have jurisdiction and that we must go through the Division of Wildlife. The HA Attorney recommends going in both directions. The DOW board meets in July. Hunting season is officially over until September. Ed Will stated that they had met with Jim Christensen, Superintendent of Douglas County Schools, to rally his support for this issue as a safety concern for children and bus drivers in the immediate area. We have asked that he write a letter to the SAG and to also show up at the court hearing on the permanent injunction on March 26th. The Metro District Board has authorized Paul Dannels to spend up to \$10,000 in legal fees to assist us.

C. Summit Club - Mark Larson

Matt Buster from Jack Vicker's office will be taking over the responsibility of transferring the property to the HA. Seasonal items on the punch list are due to be completed and we are moving forward in this process.

D. Metro District Items - John Gray

Drawings of landscaping improvement plans along the roadways in the Toll Brothers development were shown to the Board. The plan includes big trees and rocks--applying the same look from the Cliffs area to the Summit area. Rip rap along Canyon Club Drive will be removed and replaced with aesthetically placed boulders. Metro is looking at different traffic calming devices for Happy Canyon road and will present these to the Board soon. Metro has asked to be at the next Emergency Services Committee to address some pedestrian crossing issues and speed tables.

X. IMPORTANT MEETING DATES

The April 2009 Board Meeting will be held in the Castle Pines Homes Association Conference Room located at 688 Happy Canyon Road, Castle Rock on Friday, April 17, 2008, 7:00 am Executive Session, 8:00 am Regular Meeting.

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the March Board of Directors Meeting at 10:30 am.

Respectfully Submitted by,

Lisa Goodwin
Administrator

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