

**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, March 24, 2016**

**ATTENDEES:** Directors Terry O'Connor, President; Len Jacob, Treasurer; Linda Battin, Secretary, Al Dugan, Director. 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, Gary and Nancy Krischke, Tim Williams, Jim Kelley, Steve Ray, Joyce Simons, Tim Ostrowski,

**EXCUSED:** Director Skinner, Vice President.

**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.

**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. ELECTION OF BOARD OF DIRECTORS OFFICERS**

Mark Larson reported according to the CPHA governing documents, the election of Board of Directors officers is to be held during the first Board meeting following the election of the Board of Directors at the Annual Meeting of the Members.

## **Motion**

Upon motion duly made and seconded, the Board unanimously elected the following Board of Directors officers:

**Terry O'Connor – President**  
**Chuck Skinner – Vice-President**  
**Len Jacob – Treasurer**  
**Linda Battin – Secretary**  
**Al Dugan – Director**  
**Mark Larson – Assistant Secretary**

## **IV. MINUTES**

*(See Tab #1 of the March 2016 Board Package)*

## **Motion**

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

## **V. FINANCIAL REPORT: February 2016**

Mr. Larson presented the February 2016 Financial Report and reported the following:  
*(See Tab #2 of the March 2016 Board Package)*

- At next month's Board meeting the 2016 budget projections will be presented.
- Regarding the Balance Sheet: Academy Bank is now listed on the financial statements for our recently opened Certificate of Deposit (CD). There is also a CD coming due in July and another one in August of this year.
- Regarding the Income Statement, Assessments of Alternative Lots: there are two lots, recently purchased by Adamo Builders that are now being paid on. There will be an additional two lots scheduled to be transferred to Adamo Builders later this year.
- Regarding DRC Fees: there is a custom home that is currently under review and the fees for that review are anticipated to offset the current negative variance.
- Regarding Administrative Labor Expense: the positive variance is a reflection of a timing issue.
- On next month's financial statements Administrative Operating Expense will include the bill for our audit that is currently underway.
- Building M&R Expense includes two months' worth of expenses, but will come in on budget for the year.

Chief Plotke reported on the Emergency Services budget items. Chief Plotke reported:

- Gate House M&R Expense includes the cost to repair two outdoor heaters for Gates 3 & 5.
- We should receive a refund from QuickPass for overpaid sales tax within the month.
- The Voiceshot program was implemented yesterday to issue a trash delay notice following the blizzard; as a result, we will need to provide additional funds into our Voiceshot account's balance.
- Additional ES expenditures in February included: Epi pens that needed to be replaced, and an additional EMT bag.
- A new tri-fold brochure was created for ES to be handed out to new residents.

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

- Regarding Community Operating Expense, Comcast Expense: this account will include our rebate next month.
- Trash Removal Expense includes the cost to "lift" and empty the dumpster.
- The first Village cleanup will be done in April and the cost for this activity will appear under Village Beautification Expense.

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

## VI. HOMEOWNERS REQUEST TO BE HEARD

Resident Tim Ostrowski of 570 Tolland Drive requested to be heard before the Board on the issue of the North Meadows Extension (NME). Several other residents concerned about this issue were also in attendance (*noted above in attendance*). Resident Jim Kelly of 5179 Le Duc Lane appeared before the Board as the spokesperson for the residents in attendance.

Mr. Kelly reported the residents living near the NME project are concerned about the building of the berm; they want reassurance that it will be restored to its previous level. Mr. Kelly asked that the Board work with the County to make sure they comply with their assurances and promises regarding mitigation efforts.

Mr. Ostrowski reported the barriers recently installed are lower than originally anticipated and he is concerned this will create additional noise to the homeowners in the area. Mr. Larson reported Mr. Bob Gobel from the Town of Castle Rock and Mr. Art Griffin from Douglas County have both assured us that the barriers are going to be

restored to their original height; the work is not yet done and we have requested a timeline for the work to be completed. Mr. Kelly showed the Board several pictures he took of the berm and reported he has seen the top of the berm being grading. Mr. Kelly stated his concern that final grading has already been done. Mr. Larson reported he was told by the County they are not doing the final grading now.

Resident Tim Williams reported he spoke to Mr. Griffith about the mitigation process for the interchange and was told that much of the dirt from the berm has been sold to developers. Mr. Larson stated that in order to have the most up to date information on this issue we will need to revisit this discussion with Mr. Griffith. Director Dugan stated the Board discussed this issue in depth with the Town and County in order to ensure that the berm would be reestablished.

Mr. Larson reported a sound wall is only effective within so many feet; sound is fluid and will continue to travel so that the farther away you get from the sound wall the less effective it is. Director Dugan reported that in a review with CDOT regarding the traffic sound from I-25, nearly all of the sound detected was actually coming from the North bound lanes and not the South bound lanes.

The Board thanked all of the residents for attending the meeting to discuss these issues. A sign-in sheet was passed around. Mr. Larson reported that all of the residents in attendance would be notified when a meeting is scheduled with the Town and the County. One of the residents in attendance asked about the road signage on I-25. Mr. Larson reported he would find out more about the road signage and include this information in the next meeting with residents.

Resident Mark Spurgeon addressed the Board on behalf of resident Joyce Simons who lives on 589 Tolland Drive. Mr. Spurgeon reported the visual and noise impact from the NME will be significant and will affect the property values of the homes in the area. Mr. Spurgeon stated there are four issues he wished to discuss with the Board: (1) drainage, (2) noise, (3) visual impact, and (4) safety. Mr. Spurgeon reported drainage from the project is causing surface water flows onto Ms. Simons' property. Mr. Larson reported after the water comes down from I-25 there is channel that is supposed to funnel the water behind Ms. Simons property and then carry it down to Plum Creek; however, the part of the drainage channel that is on CPHA open space property needs to be cleaned out to help facilitate the proper flow of the water. Mr. Larson added the section of that drainage channel that is on the 13 acre parcel owned by the Town may also be in need of cleanup. Mr. Larson reported he would ask the Town to clean out their section of the channel. Mr. Sturgeon asked to be notified when Mr. Larson and Mr. Coufal would be walking this area to view the drainage channel so that he could accompany them. Mr. Larson replied that he would let him know.

Mr. Spurgeon reported there is a safety concern regarding vehicles traveling at a high rate of speed exiting the off ramp. Mr. Spurgeon asked if the speed on I-25 is going to be reduced from 75 mph to 65 mph. Mr. Larson replied that this issue is still open for discussion with the County.

Regarding audible noise from I-25 Mr. Spurgeon asked that the Board work with CDOT to mitigate noise. Mr. Spurgeon stated there has been significant vegetation removed for the project, and asked that a noise study be conducted. Director Dugan replied that we could ask for a sound measurement/study after the roadway is open. Director Dugan asked Mr. Larson to find out if CDOT would be willing to do a noise study now in order to obtain a baseline reading before the NME project opens.

Regarding visual impact Mr. Larson reported we will be installing trees on the berm; because we cannot get a spade truck into that area the trees will be a maximum of 14 feet tall. Mr. Spurgeon stated the Town needs to make more effort regarding mitigation. Mr. Larson reported the Town purchased the 13 acre parcel and created a conservation easement for that property so that nothing could be built upon it.

Mr. Larson reported the NME is anticipated to open late August early September of this year.

## **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 March 2016 Board Package*).

Mr. Larson reported:

- Per the Board's request to work with each of the nine committees to update and standardize their charters, he will begin this effort during the regularly scheduled committee meetings in April.
- The Board has also directed him to notify all committees, that in order to be consistent with the Board, Committee Chairmanship must be voted upon yearly. However one person can serve multiple terms as Chairman.

Director O'Connor reported, regarding the Parks and Recreation Committee's request to name a memorial bench at the tennis courts, the Board has reluctantly agreed to deny the Committee's request. Director O'Connor added the Board did not want to set a precedent for future requests and thereby place the Board in a position of having to approve all memorial requests.

Director Battin reported the new program to allow Brokers/Realtors access into the community, when they have not been cleared by the listing agent, was implemented by Emergency Services in January. Regarding the Board's request at last month's meeting to allow Brokers/Realtors to obtain a year-long access pass, Director Battin reported the group responsible for reviewing this issue will soon meet with the resident who brought up this request to better understand what the issues really are, before making a recommendation to the Board.

Mr. Larson reported regarding the procedural issues of voting, a person can abstain from voting without having to state the purpose of why they are abstaining.

### **1) Annual Meeting Recap**

*(see attached handout of Board slides)*

- Approximately 175 residents were in attendance.
- 310 proxies were returned. Of these 295 were eligible to be voted. 15 were used for quorum purposes only.
- 45 votes were cast during the meeting.
- No comment forms were turned in.

Director Dugan provided a presentation regarding the Beautification Group's current findings, discussions and recommendations. Director Dugan presented several PowerPoint slides *(see attached handout of slides)*.

Director Dugan reported the following:

- In 2016, the CPMD is going to resurface 25% of the community's road surfaces with a combination of slurry seal, cape seal and overlay. From 2017 through 2020 an additional 25% of the road surfaces will be repaired and resurfaced. After 2020 there will be no more visible "crack sealing" - all roadways will be uniform. Emphasis will be on the "Collector Roadways" surface appearance.
- Regarding roadside grass: There will be four roadside mowing events in 2016. Dave Cooper will report on suitable roadside grass. Mowing will be coordinated with noxious weed surveying, with preference given to roadside appearance.
- Regarding roadside appearance: The CPMD will take down the green roadside stakes in the summer and put them back up in the winter. The CPMD Board will soon address approving a standardized bollard for use in the community.
- Regarding collector roadside pull-off enforcement: the Board will be presented for review a resolution to implement a \$200 fine for parking in unapproved areas off of collector roads. Contractors will be given a notification document when entering at the gate regarding the \$200 fine, along with a map of authorized pull-off areas.

- There will be a special edition of the Village Reporter in May that will present an overview of the vision of where we are headed for beautification and enhancement of the Village, along with a progress report of what has already been accomplished. The special edition will also include a feedback/response sheet for residents to provide their comments and concerns on beautification and enhancement.
- Regarding Curb and Gutter: We would like to include curb and gutter on all of the collector roads as it aids in the prevention of vehicles pulling off roadways.
- Regarding noxious weeds: Resident and Chair of the Forest Stewardship Committee, Dave Cooper, will be surveying all of our open space and roadways to identify all of the weeds; once the survey is completed he will put together a spraying program. Different weeds require different spraying times. Open space mowing must be coordinated with the CPMD for optimum survey results. We will use the CPMD's professional weed sprayer.
- Regarding Gate Appearance: Mr. Larson will require the Gate Supervisor to inspect the appearance of each gate several times a day with the perspective of "how a visitor would view our entrances".
- Regarding issues inside the Gates: For Gate 1, the removal of voles and dandelions. For Gate 4, the right side entrance to be grass/rock-scaped. The maintenance, landscaping and erosion control of Haskins Gulch is to be transferred to the CPMD. For Gate 3, tear down and rebuild the gate house, widen lane entrances to improve visual, provide surface demarcation at the entrance, improve planting in front of the gate house, including grass sides up to and beyond the gate, and plant trees on the right side to visually shield the CPMD's staging area. Mr. Larson has been given the responsibility to develop a landscaping plan for the gate houses.
- Regarding Village Roadside Trash Pickup: we need to have more frequent roadside trash pickup, particularly in regards to the collector roadways. Mr. Larson to determine the plan to be presented at next month's Board meeting - either resident lead, completed by a professional firm, or by a local handy person.
- Builders and developers will be required to maintain erosion barriers.

Director Battin reported she would be speaking with Tracey McCarthy to develop the special VR edition.

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

Chief Plotke reported the following:

- ES responded to 677 incidents in February to include 3 medical assists.

- ES assisted over 20 stranded motorists within the Village and on Happy Canyon Road during the blizzard.
- Regarding Staffing: we lost an officer to the West Metro Fire Department. A recent dispatch hire had to be terminated. A former Arapahoe County Sheriff has been hired and he is also an EMT.
- The green gates at Gate 2 were built incorrectly and have been removed for repair.
- There has been a decline in the number of NOV's issued; this is primarily due to having recently lost an ES Officer that wrote the most NOV's, to another job. ES is currently short two patrol officers.
- We are looking at purchasing a Lidar system instead of another radar gun.
- He along with Brian Hebbard and Gate Access Control Supervisor Bryan Penry met with all of the companies that submitted a bid for a new Access Control program. These companies are QuickPass, ABDI, and Dwelling Live. All programs are still under review and discussion.
- He met with South Metro Fire and Rescue for assistance in the design and implementation of an ice rescue policy.

## **IX. INFORMATION/DIRECTION**

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

*(Advanced on the Agenda)*

Mr. Larson presented several PowerPoint slides (*see attached handout of slides*) and reported the following:

#### **1) Perimeter Fencing**

- Perimeter fencing provides delineation of the Village boundary and acts as a physical barrier to discourage easy Village entry.
- Boundary protection considerations include the proximity of outside development and the terrain.
- The Promenade at Castle Rock, just outside of the 13 acre parcel, is going to include significant commercial development in proximity to the Village.
- The open space/conservation easement includes a requirement that any use of this property must also include a 100 foot buffer space - from that use to the boundary of the Village.
- Other important considerations include: there will be a four lane highway to I-25, the Town is considering putting in a nature trail but there will be no parking, and the apartment community is on the other side of the roadway.

Director Dugan stated that if we put up a fence it will prevent residents from using the 13 acre area as a dog park. Resident Gene Roberts asked if there would be

restroom facilities set up on the property. Mr. Larson reported the conservation easement allows for a nature trail, an informational kiosk about the trail and the building of a rest room facility.

Mr. Larson presented a slide showing the potential fence line and the location of the emergency evacuation gate. The fence line will be visible from the apartment community. Resident Gene Roberts requested, as a safety issue for the homes in that area, that some kind of notification be included near the entrance to the emergency evacuation route. Mr. Larson stated that a sign would draw attention to the entrance; however, there will be a curb that a car would have to jump over as well as landscaping.

Perimeter fence specifications include: 3 rail construction and powder coated (similar to the fence line at the Summit Club). A barbed Wire fence would be four-strand barbed wire. The barbed wire fence that is currently in place needs repair. Current estimates for the 2,520 linear feet of fence line were presented for 6', 7' and 8' high fence.

Director O'Connor stated he would like to see more information on which type of fence line is the most effective deterrent to trespassing. Director Dugan stated there was some misrepresentation as to what kind of barbed wire fence he had said that he would like to have installed. Residents Ron and Grace Covington stated they want an aesthetically pleasing and secure fence line; however, a barbed wire fence is not appropriate for our community and would make the community look like a prison. Resident Susan McConaughy stated that CPV is a premier community and barbed wire is not reflective of that. Resident Pam Cooper stated they are all concerned about their property values.

Mr. Roberts stated the current barbed wire fencing belongs to the Town of Castle Rock, is only one foot high, and could be removed by the Town at their discretion. Mr. Roberts stated because of the development that is going to occur on Lagae Road, this discussion is a start to a whole new attitude towards what our Village will look like from the outside. Ms. Covington stated that as development happens around us we will need to consider putting up metal fencing as needed. Mr. Larson reported to Mr. Roberts that the barbed wire fence actually belongs to the Village and not to the Town of Castle Rock.

Director O'Connor asked Mr. Larson to determine what it would cost the Village on a per home basis to put a metal fence all the way along Daniels Park Road, Lagae Road and Santa Fe. Chief Plotke noted there are significant terrain issues that will prevent a metal fence line in all of the areas discussed, and only barbed wire will

work. Director Dugan replied there is no disagreement among this Board that a fence is absolutely necessary.

Mr. Larson reported that the cost difference between a 7 foot and 8 foot fence is about \$100,000. Mr. Covington stated that a 6 foot fence is a deterrent and the bad guys are going to get in regardless of whether it is 7 foot or 8 foot.

## **2) Landscaping Update**

Mr. Larson presented several PowerPoint slides (*see attached handout of slides*).

Mr. Larson reported:

- The wall at the corner of Santa Fe and the NME is under construction. The wall should be completed in early May, and then we should then be able to begin our landscaping project.
- Tomorrow Mr. Larson and Mr. Walker will be meeting with residents of several homes in the area to discuss mitigation efforts.
- The supplier we are using for trees has indicated they will offer residents in the area the same deal that we are receiving for tree installation.
- Tree installation is planned for mid-April.

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

Regarding Metro District activities, Mr. Coufal reported the following:

- The traffic circles have been removed and the speed tables have been installed near Orofino. The speed over the tables is 25 mph.
- The weather has delayed the installation of the speed table up at the Summit.

## **VII. ACTION ITEMS**

### **A. Capital Request Emergency Services Gate Replacement**

Mr. Larson reported the Emergency Services Committee is requesting the replacement of the gate arms at Gates 1, 2 and 4. These new arms will replace the rectangular gate arms with round arms that are break away; the replacement needs to be done before the current ones fail. Mr. Larson added the round gate arms have performed very well at Gates 3 and 5.

**Motion**

Upon motion duly made and seconded, the Board unanimously approved Emergency Service's Capital Request of \$31,880.00 of which \$11,226.00 is new capital to replace the gate arms at Gates 1, 2 and 4.

**B. Capital Request Parks and Recreation Canyon Club Pool Resurfacing**

Mr. Larson reported the Parks and Recreation Committee is submitting a Capital Request to resurface the Canyon Club's main pool and wader pool, repair the waterline tiles and the depth markers, and repair the main pool drain. Funding for the project will come from both Reserve Funds and New Capital.

**Motion**

Upon motion duly made and seconded, the Board unanimously approved the Parks and Recreation Committee's Capital Request of \$89,600 to include the cost of materials, installation and taxes to resurface the Canyon Club's main pool and wader pool, repair the waterline tiles and the depth markers, and repair the main pool drain.

*Due to another obligation Director Jacob left the meeting at 11:15 am*

**IX. INFORMATION/DIRECTION****B. Comcast Update**

Mr. Larson presented a PowerPoint slide (*see attached handout of slide*).

Mr. Larson reported the following:

- The Bulk agreement with Comcast will end at midnight on June 30, 2016.
- A letter about the upcoming cancellation of the bulk agreement was sent to the community in December of last year
- The issue was addressed by the Board at the Annual Meeting in March
- Comcast will be holding a series of community meetings to inform residents about their entertainment options following the end of the bulk agreement. The first community forum is scheduled for April 16 in the CPHA Community Room.

Director Dugan asked about notifying residents in the email blast. Mr. Larson responded that we will do so as soon as Comcast provides us with transition information.

## **IX. IMPORTANT MEETING DATES**

Mr. Larson reported the April 2016 Board Meeting will be held on Thursday, April 28, 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, April 27, 2016 at 8:30 a.m.

## **X. ADJOURNMENT**

### **Motion**

**Upon motion duly made and seconded, the Board unanimously approved to adjourn the March Board of Directors Meeting at 11:23 am.**

Respectfully Submitted by,

Lisa Goodwin  
Senior Administrator