

**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, April 18, 2014

ATTENDEES: Directors Linda Battin, President; Terry O'Connor, Vice President; Chuck Skinner, Secretary; Len Jacob, Treasurer; Al Dugan, Director. Present from the CPHA staff: General Manager Mark Larson, Accountant Carol Tilton, Administrator Lisa Goodwin, ES Sergeant Robert Fryman, Access Control Supervisor Brian Penry, and Gate Officer Erak Hillman.

OTHERS PRESENT: Jon Gray, Metro District Engineer; Jeff Coufal, Metro District Operations Manager; residents Ned Sunderman, Brian Hebbard, Bill Smith, and Jim Kelly.

EXCUSED: None

MEETING AGENDA: See attached.

I. EXECUTIVE SESSION

The Board of Directors met in executive session and discussed legal and personnel issues.

II. CALL TO ORDER / MODIFICATION OF AGENDA

The general meeting was called to order at 8:05 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 April 2014 Board Package)

Motion

Upon motion duly made and seconded, the Board approved the March 2013 Board of Director meeting minutes with corrections as noted.

Director O'Connor abstained due to having been absent at the March meeting.

V. RECOGNITION OF EMERGENCY SERVICES OFFICER OF THE QTR

Emergency Services Officer Erak Hillman was recognized by the Board of Directors for being selected as the Officer of the Quarter for the first quarter of 2014. Director Battin presented Erak with a certificate in recognition of this award. Erak is a gate officer assigned at Gate 4. Director Battin thanked Erak on behalf of the community for providing exceptional service to the residents and guests of Castle Pines Village.

VI. FINANCIAL REPORT – Mark Larson, General Manager
(See Tab #2 of the April 2014 Board Package)

Mark Larson presented the March 2014 Financial Report.

- Mr. Larson reviewed the Capital Budget and reported that the replacement of the Happy Canyon fence on CPHA property will be categorized as new capital expense.
- Regarding the Income Statement: Administrative Labor, Payroll Expense includes the cost for one summer laborer and additional hours for one of our Landscape Technicians.
- Administrative Operating, Legal Fees Expense includes the cost for a personnel issue that is anticipated to be resolved soon.
- Emergency Services Operating, Training and Education Expense includes the cost for two officers to attend EMT training and two officers to attend OC Spray Training.

Director Skinner asked Mr. Larson to remove the second sentence in the footnotes of the Capital Budget report.

Resident and Long Range Planning and Finance Committee Member, Bill Smith, following up on a discussion at the March Board meeting regarding the payable/receivable for the CPHA building and Gate 1 reported the following:

- Both buildings are reflected in the General Ledger as assets of the CPHA.
- At any time requested (for visibility) a spreadsheet will be available to show the amortization of those two receivables.
- The items will be removed from the Balance Sheet as of next month.

Director Dugan requested this item be included in the Board's annual budget discussion in October.

Motion

Upon motion duly made and seconded, the Board unanimously approved to accept the March 2014 Financial Report as presented.

VII. HOMEOWNER'S REQUEST TO BE HEARD: Items not on the agenda

No homeowners requested to be heard.

VIII. 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 2014 Board Package*)

Mr. Larson reported he spoke with Don Somsy regarding the railroad Quiet Zone project, and provided the following updates to the Board:

- The County Commissioners have signed the maintenance agreement with Union Pacific (UP).
- UP has until May 15th to sign and return the agreement.
- Douglas County Engineer Sean Owens is presently working on the roadway enhancements to the Sedalia crossing.
- The wayside horns are ready to be installed.
- The quiet zone is anticipated to be in full effect by the end of this summer.

Director Skinner requested that we inform residents when the Quiet Zone is scheduled to go into effect, as there are several residents that wish to hold a celebration party.

Mr. Larson reported the DRC discussed the condition of the pond inside Gate 1 and they are working with the Metro District to establish a plan to restore the pond to its natural state. Mr. Larson also reported:

- The CPHA owns the pond property.
- The property is in the flood plain.
- Despite repair efforts in the past, the pond continues to leak as the lining is deteriorating.

Resident and Chair of the Communications Committee Craig Sundquist provided the Board with the Communication Committee's recap and summary of the Volunteer Recognition Dinner. The Board stated the event was excellent with great food and great service. The Board suggested the Committee look at other dates (including summer) for the next event.

B. Emergency Services (ES) Report – Mark Larson

Mr. Larson presented the Emergency Services report. (*See Tab #3 of the March 2014 Board Package.*)

Mr. Larson reported ES is getting close to being fully staffed. Mr. Larson reported the posting for the Chief's position is in final review and will soon enter the application process.

Director Dugan reported he noticed several gate officers pushing the open button for residents that had inactive transponders. Director Dugan asked that officers keep track of entries where the transponder is not working. Access Control Supervisor, Brian Penry, reported that QuickPass recently came out and adjusted the position of the receiver to help prevent transponders from not being read at the gate. Gate Officer Erak Hillman reported that vehicle window tinting and coming in too fast to the gate can also affect whether or not the transponder is read.

C. Castle Pines Metropolitan District (CPMD) Items –Jon Gray, District Engineer; Jeff Coufal, Operations Manager.

Mr. Gray reported the following regarding the retention pond at Mirage:

- They are doing concrete work at the retention pond at Mirage and once completed they will put the grass back in.
- The water in this pond comes from northbound I-25 roadway drainage as well as properties within the Village.
- The concrete work is necessary to make that pond a standard flood control pond; the pond was built in the 1980's and to a different standard than is currently required.

Mr. Gray reported the Metro District is cleaning out all of the culverts and is also working with the sub-associations on the south side to create drainage reviews in order to help the subs develop their own maintenance plans for these areas.

Mr. Coufal reported the Metro District has started the installation of a new pipeline that will help with the fluctuation of water pressure in the Summit area.

IX. ACTION ITEMS

A. Homes Association Collection Policy

For previous discussion on this issue see the March 2014 Board Packet, Agenda item VIII. Action Items, Item E.

Mr. Larson presented a slide to the Board (see attached handout of slides).

Mr. Larson reported the following:

- Accounts with a balance receive a monthly notice, but accounts with ACH have not received these monthly notices but will in the future.
- The recommendation is to have Carol call residents that have a balance of \$500 or less (and are at least 90 days delinquent) on the first of the month of each quarter.
- There are currently 19 accounts that meet this criteria.
- There are approximately 400 out of 1700 lots that are on ACH.
- The program will be sent to the Board quarterly for review.

Director O'Connor asked how we should deal with a resident that is always one month behind, yet under the \$500 threshold and would therefore never receive a phone call. Mr. Larson replied we will have to look at calling these individuals too. Mr. Larson requested they start this program as presented and see how effective it is and make modifications as needed.

X. Information/Direction

A. North Meadows Extension

For previous discussion on this issue see the March 2014 Board Packet, Agenda item IX. Information/Direction, Item A

Director Battin reported the following:

- The CPHA's appraiser has been working on an evaluation for the property owned by the Homes Association listed in the Town of Castle Rock's Notice to Acquire. The Homes Association requested and received a reply extension for the submission of that appraisal to May 15th of this year.
- The CPHA has been working with the landscape architect to develop a conceptual landscaping plan and cost estimate for what work will need to be accomplished to enhance the berm along Santa Fe and Castle Gate to adequately screen the new North Meadows extension as much as possible.
- The standard for the plan is to provide for screening to what is currently provided by the berm that is in place today.
- This landscaping plan and cost estimates will assist the appraiser in his evaluation of fair market value for the property the Town of Castle Rock intends to acquire.

The Board discussed this issue and raised concerns regarding the design of the plan and whether or not the submitted plan will be acceptable to the community. Mr. Larson stated that the plan developed was designed to provide information to the appraiser on what would be required to enhance the berm to and provide adequate screening of the new roadway. The Board requested a presentation by the landscape architect prior to submittal to the County. Mr. Larson reported there will be a Board working session to review the design from the landscape architect.

B. Traffic Enforcement/Cyclist Control

Sergeant Fryman from Emergency Services made a presentation to the Board on traffic enforcement efforts within the Village (see attached handout).

Sergeant Fryman reported the following:

- A dedicated Traffic Enforcement Patrol Officer went into effect on March 1st of this year.
- The Traffic Officer is scheduled four days a week and currently dedicates half his shift to traffic enforcement for a minimum of five hours per day.
- A floating schedule will begin on May 1st and will allow for the monitoring of multiple locations and times.
- Other enforcement and education efforts include the use of a decoy vehicle, informational gate signs, the use of a traffic cart, and notices posted in the Village Weekly email blast.
- The Metro District has been asked to collect traffic data inside Gate 2, in the Summit Club area and on Castle Pines Parkway.

Director Dugan asked Sergeant Fryman to come up with a set of metrics that the Board can review as indicators of whether or not the traffic patrol efforts are successful.

Mr. Larson reported the Emergency Services Committee discussed the issue of cyclist control at their last meeting. Mr. Larson presented a slide on cyclist control and reported the following:

- An ES officer was posted at Gate 5 on April 12th from 9 am to 11 am. The officer contacted three cyclists – two were residents and one was not.
- ES will continue to conduct selective enforcement at Gates 1, 3 and 5.
- Gate Officers will make every effort to check cyclists but if the cyclist enters without checking in at the gate, the gate officer will notify dispatch for a patrol response.
- We will use our communication vehicles (eblast and newsletter) to let residents know that we will be monitoring cyclists entering at the gates.

XI. IMPORTANT MEETING DATES

Mr. Larson reported the May 2014 Board Meeting will be held on Friday, May 16, 2014 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 Thursday, May 15, 2014 at 7:30 a.m.

XII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the April Board of Directors Meeting at 10:28 a.m.

Respectfully Submitted by,

Lisa Goodwin