

**Castle Pines Homes Association  
Board of Directors**

*Executive and Regular Meetings*

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

**Thursday, April 28, 2016**

**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, Chief of Emergency Services Rick Plotke, Accountant Carol Tilton, and Senior Administrator Lisa Goodwin.

**OTHERS PRESENT:** Jeff Coufal, District Manager from the Castle Pines Metropolitan District; Residents: Jim and Pam Kelly, George and Noel Ferre, Brian and Annie Peters, Mark Wentworth, John Hermann, Gary Kirschke, Jim and Jo Labbienti, and Stacy Ingram, Jim Jepson and Craig Sundquist.

**EXCUSED:** None

**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. MARCH 2016 MEETING MINUTES**

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

**Motion**

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

Director Skinner abstained having been absent at the March Board meeting.

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

*(Advanced on the agenda)*

Director O'Connor stated (on behalf of the Board) that due to the large number of residents in attendance to discuss the issue of mitigation of the North Meadows Extension (NME) project, this item would be advanced on the agenda. Director O'Connor also stated that in future meetings should a large number of residents appear before the Board regarding a particular issue, the agenda will not be rearranged as this would create an unexpected, and most likely inconvenient, delay for those residents in attendance that have an expectation of participating in the discussion of an agenda item during the agenda item's scheduled time. Director O'Connor then quickly reviewed the procedural requirements for those wishing to be heard before the Board, including the need to make brief, concise and to the point commentary, avoiding redundancy in the form of restating the same point repeatedly, and to make a concerted effort to only address the Board on topics not already discussed at previous Board meetings.

Director O'Connor informed the residents in attendance the Board is not looking to take any formal action today regarding this issue. Director O'Connor framed the Board's position on this matter, stating:

- The Board is aligned with the residents regarding their concern about the impact of the NME project to the Village.
- Most of the development activities are outside the confines of our community so we do not have veto authority, and cannot drive a certain outcome.
- Douglas County (County), The Town of Castle Rock (Town), Colorado Department of Transportation (CDOT), as well as the Federal Transportation Authority are overseeing this project.
- The Board has spent a lot of time building relationships with Douglas County and the Town so that they will listen to us regarding our concerns, and although we do not have a lot of say on what will occur, we have made some dramatic progress on the usage of the 13-acre parcel bordering our community, as well as funding for mitigation activity.

Mr. Larson reported on recent progress made:

- Since the last Board meeting, a meeting was held with the residents in the area near the NME and I-25 including Art Griffith from Douglas County and Bob Gobel from the Town of Castle Rock discussing the berm along I-25. The group received assurance from the Town that the berm along I-25 will be restored to pre-construction height.
- The CPMD Board at their meeting yesterday agreed to the acceptance of an easement on the 13-acre parcel that now belongs to the Town. This easement relieves the need to improve the existing drainage that exists off of Tolland Court in

order to accommodate the water coming off of I-25. The easement will take the water further south and it will also go through a buried pipe. Douglas County will be participating in the project by building a diversion structure that will help to move the water.

- Last Friday, Jim Walker the Chair of the Design Review Committee (DRC) and Mr. Larson began the process of staking locations for trees on the 13-acre parcel that will provide screening for the NME. Twenty tree locations were selected. They are now working with the Town to get those locations approved.
- Mr. Larson recently met with the County to discuss the emergency egress gate that will connect to the NME from the Village. The Board sent a letter to the County Commissioners requesting their assistance, and Douglas County has agreed to assist with the financing to have that emergency gate installed. The County will provide approximately half of the cost.
- Mr. Larson spoke with representatives of CDOT and the Town regarding the lighting on both Santa Fe and the new extension. Fewer lighting fixtures have been installed, however, they are taller than prior road fixtures and have lights that provide more lumens in order to achieve the illumination spread as required by federal regulation.
- We have been getting positive feedback on the possibility of having the I-25 speed limit reduced from 75 mph to 65 mph. Mr. Larson stated that CDOT has not committed to reducing the speed limit but he is optimistic that the speed reduction will occur.
- Regarding the berm on Santa Fe, the wall has been completed and the berm has been increased in height. The slope dictates how high a berm can be. Mr. Larson met with the tree installer and he and Mr. Walker will work with residents in that area regarding tree placement.
- Mr. Larson is meeting with Village Lake Homes Association Board representatives tomorrow to look at doing some cost sharing for additional trees to be planted closer to the homes in that area.

Director O'Connor recognized Village resident and CPMD Board Director Craig Sundquist for his work with the CPMD Board on the drainage easement issue.

Resident Pam Kelly appeared before the Board to discuss the following:

- 1) Mrs. Kelly asked the Board to consider elevating the berms along Castle Pines Drive South, and to plant larger trees on the berm in order to help provide screening.
- 2) Mrs. Kelly reported that in the five years she has lived on the corner of LeDuc Lane and Castle Pines Drive South she has seen dozens of people from outside of the Village walk over the berm and into our community. Mrs. Kelly stated when Highway 85 is widened to four lanes there will be areas along that berm that a car will be able to drive over thereby creating a security problem for our community. Mrs. Kelly

reported there used to be a barbed wire fence; however it was removed during the construction work. Mrs. Kelly asked that a new fence be installed.

Mr. Larson replied that he has been working on the issue of raising the berms on Castle Pines Drive South.

Resident Jonelle Labbiente reported that from her back porch she has a completely unobstructed view of the entire road project on Highway 85. Mrs. Labbiente requested that before placing trees we first come to her home - and the homes of other residents affected - go out onto the back porch to get a better line of sight in order to determine the best location for placing trees. Mr. Larson replied that he and Mr. Walker from the Design Review Committee are visiting homes impacted by the NME. They have visited residents alongside the 13-acre parcel, and they will do the same over the next two weeks for residents in this location.

Mrs. Labbiente stated the installation of taller but fewer lighting fixtures on Santa Fe and the NME is not a benefit to the Village. The Board replied that we had no say in this process, and the lights are already installed. Mr. Larson reported there is a lumen requirement for every intersection; a lighting engineer then determines the best location for the fixtures based on this requirement. Mr. Larson added the staggering of fixtures accommodates the lumen requirement. Mr. Larson reported we asked the Town that the lighting not exceed what is required, but the lighting has to meet the required standards and we are not in a position to get that changed.

Resident Noelle Ferre asked that going forward the Board communicate with the residents regarding what is going to happen and what has already happened. Mrs. Ferre also asked for additional mitigation on the Copper Blush property. The Board replied the Copper Blush property is currently privately owned and the Homes Association is not in a position to install landscaping on that property.

The Board thanked all of the residents for coming and for their comments, and stated they are committed to addressing all of the concerns and requests presented to the best resolution possible.

Mr. Larson reported he will have a plan before the Board within the next two months regarding the berms inside the Village. Mr. Larson requested that residents consider their view carefully to determine what they want to see; if we place trees too close to the home it could block the view of the Front Range entirely. Mr. Larson added that is why we want to come visit every home to determine where to plant trees in the best possible location. Mr. Larson reported these visits will start the week after next and will be scheduled by Linda Matthews. Mr. Larson reported he is working with the Town to get

access for larger spade trucks to enter some of those locations. Mr. Larson stated we are going to do the best we can to minimize the impact to residents.

#### **IV. FINANCIAL REPORT: March 2016**

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

- Regarding the picnic pavilion the total cost is anticipated to be approximately \$300,000 shared between the CPHA, the CPMD and the Castle Pines Preservation Society. This cost includes the additional parking needed. We are expecting to break ground on the project in late July or early August.
- Regarding the Balance Sheet we have a couple of CD's coming due in the third and fourth quarter of 2016. The LRP&F is working on the reinvestment plans for those accounts.
- Regarding DRC Fees: there are three custom homes currently being evaluated. The review fees assessed will offset the variance.
- Regarding Administrative Operating Expense, Income Tax Expense: this account reflects the income tax we have to pay on our interest income.

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

- QuickPass refunded \$8,000 for overpaid sales tax.
- Printing Expense includes the cost to print additional patient care reports.
- Medical Supplies Expense includes the cost to replace junior Epi pens.
- Training and Education Expense includes the cost to send Chief Plotke and Sergeant Olsen to a Law Enforcement pistol training course.

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

- Village Lake Operating Expense shows negative variance for snow removal.
- Cable TV Expense includes the rebate we will receive from Comcast.
- The Fitness Center pool may open a couple of weeks early if the weather is good. We are trying to make up for last year when we had to close the pool for two weeks during the season due to the pump failure.
- Regarding the North Meadows Extension Mitigation Expense: we will be purchasing our trees at a discounted price of \$55 per linear foot with a two year guarantee. Regular pricing is around \$70 per foot. Mr. Larson reported that trees close to a homeowner's property line may be more effective than trees placed farther out.

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

## VI. 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 April 2016 Board Package).

Mr. Larson reported:

- We had our first Comcast Transition Event two weeks ago and despite the snow storm we had a fairly good turnout of approximately 60 people. Comcast was offering packages that reflected pricing that will be available on July 1<sup>st</sup>. Comcast will offer additional meetings to include weekends and evenings throughout May and June.
- We do an electronics recycling event every year. It is a very popular event for our community. In the past we held it in the CPHA parking lot and the residents paid the fees. The recycler has informed us they will no longer take money on site. They will also be charging a flat fee to come out and do the event and then bill us for the collected items. Instead, we can do the event ourselves by moving it into the Fitness Center parking lot and picking up the cost. The Board asked that Mark set up a meeting with Al Dugan, Len Jacob and the recycler to discuss this event.

*Due to another obligation Director Dugan left the meeting at 9:27 am*

#### 1) **Village Beautification Update**

Mr. Coufal reported at this month's CPMD Board meeting the Board approved funding to add additional flower beds along the roadside; they approved \$12,000.00 to do all three corners of Lagae Road and Country Club Drive, as well as the corner of Prospect Drive and Castle Pines Drive South.

Mr. Coufal reported they are considering installing 30 gallon baskets with moss and flowers from the light posts, but are concerned about watering over the weekend so they are going to do a couple of pots near their office to see how they hold up.

Mr. Larson reported we are adding a flower bed of annual and perennial flowers, outside of Gate 4, on the right hand side. We are also going to increase the landscaping at Gate 3. Mr. Larson reported we are working on a contract for

roadside trash pickup twice a month; focusing on the main loops within the community and the perimeter.

## **2) Comcast Update**

*This update was provided earlier on the agenda.*

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

Chief Plotke reported the following:

- The new, rounded gate arms approved at last month's Board meeting are being installed today.
- ES hosted a Village Bicycle Safety course last Sunday; weather was not very good and only three children attended, however another date is planned for Sunday, May 15 and so far we have 15 children signed up.
- Chief Plotke has received instructor certification from the Red Cross and is now teaching CPR and AED classes along with Sergeant Williams.
- Two thefts were reported: one involved a moving company where several items were noted as missing upon arrival, and the other had to do with a contractor that had equipment stolen.

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

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

- The Happy Canyon Road sewer line project has been staked and will take approximately six months to complete. Representatives of the County will be present for a weekly meeting at the CPMD office, to include Mr. Larson. The project will start at the roundabout near Santa Fe and work its way north up Happy Canyon Road.
- Regarding the 2016 Asphalt Project: the crack sealing work, curb and gutter installation, and asphalt patching have all been completed.
- The chip seal work is scheduled for May 16-18; slurry seal work is scheduled for May 23-30.
- Asphalt overlay inside Gates 1 and 5 will also be done in May.
- The CPMD is working on the long range master plan for the roadways and are

planning to select an engineer by their next Board meeting.

- Jack Vickers' company Aslan/Rivendell has provided the CPMD with preliminary plans for development of the upper meadow parcel of land located across from Cliffgate Lane. Mr. Larson replied the DRC has not reviewed the plans for approval.

## **VII. ACTION ITEMS**

### **A. Capital Request, Multiple Building: Wood, Trim, Gutter Re-Painting**

Mr. Larson reported the capital request presented is for the painting/staining of the exterior wood surfaces of the Homes Association Office, Gate 1, the Fitness Center and the Summit Club buildings. This work will provide a refreshed exterior look to those facilities.

Director Battin asked that we discuss with the contractor the need to insure the stain is applied correctly.

Director Jacob stated that since the amount above the reserve funding is not substantial (\$730) that the entire expenditure be funded by reserve funds.

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved the Homes Association Capital Request of \$26,730.00 from Reserve Capital funding for the purpose of painting/staining the exterior woods surfaces at the Homes Association Building, the Summit Club, the Fitness Center and Gate 1.**

### **B. Capital Request, Summit Club Pool Furniture**

Mr. Larson reported the capital request presented is for the purchase of replacement pool furniture for the Summit Club. Mr. Larson reported our previous vendor is no longer in business, however a comparative product has been sourced online. Mr. Larson presented a slide showing the two types of chairs to be purchased (*see attached handout of slide*).

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved the Homes Association Capital Request of \$17,085.00 from Reserve Capital funding for the purpose of purchasing replacement pool furniture for the Summit Club pool facility.**

### **C. Capital Request, ShorTel Phone Server**

Mr. Larson reported the capital request presented is for the purchase of a new phone server from our phone service vendor ShorTel in order to replace the existing server.

The current server no longer supports the software necessary to provide all phone options to end users.

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved the Homes Association Capital Request of \$5,650.00 from Reserve Capital funding for the purpose of purchasing a replacement phone server from ShorTel.**

**D. Resolution for Parking Fine Increase**

Mr. Larson reported our process for adopting a resolution is to first provide a reading of the resolution at the open session of the Board meeting, followed by the opportunity for resident comment. After review of the comments received the Board can approve the resolution at a later date.

The Board discussed the language of the resolution and several modifications were suggested. The Board stated that once the modifications are made the resolution be published in the weekly email blast to allow for resident comments and feedback.

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved the revised wording of the proposed resolution concerning the presumptive monetary fine for vehicle parking which may cause damage to Castle Pines Homes Association property, Castle Pines Metropolitan District property, or other private property within Castle Pines Village; to be distributed to the community for comment and feedback, and to be addressed for approval at the next Board meeting.**

Director Battin asked for a kinder, friendlier warning notice for parking infractions; instead of providing a violation notice for first time offenders, ES should provide a written, friendly reminder of our parking rules and regulations. Chief Plotke agreed and stated he would find a good option for use.

**E. Nomination to the Forest Stewardship Committee**

Mr. Larson reported the Forest Stewardship Committee is looking to grow their committee to nine or 10 residents in order to be able to complete their upcoming projects.

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved the nomination of resident Pat Foley for membership to the Forest Stewardship Committee.**

**F. Nomination to the Parks and Recreation Committee**

Mr. Larson reported there is one vacancy on the Parks and Recreation Committee and their intention is to maintain a total of seven committee members.

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved the nomination of resident Bonnie McMillin for membership to the Parks and Recreation Committee.**

**G. Nomination to the Emergency Services Committee**

Chief Plotke reported resident Vern Nelson has been nominated to the Emergency Services Committee and will be a valuable addition.

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved the nomination of resident Vern Nelson for membership to the Emergency Services Committee.**

**H. Granting of Easements in Open Space to the Metro District**

Mr. Larson reported this document is a formalization of a process between the CPHA and the CPMD that has been ongoing for several years. Mr. Larson reported we have open space that has drainage going through it, particularly on the south side of the Village where there are large sections of our open space that supports the regional drainage system. It would be extremely cost prohibitive for the Homes Association to attempt to maintain all of these drainage systems. Mr. Larson reported the CPMD is willing to maintain these areas at their cost. There are a total of 19 drainage locations on CPHA open space.

Director O'Connor stated there are a couple of small issues that he would like to have taken back to the CPMD for revision. Director O'Connor stated his suggested revisions.

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved the Storm Water Management Easement Agreement with the modifications as suggested.**

**VIII. INFORMATION/DIRECTION**

**A. North Meadows Extension Update**

*This topic was discussed in detail earlier on the agenda.*

Mr. Larson stated that in an effort to provide enhanced communication to the residents he would like to host a “Coffee with the General Manager” once a month or once a quarter in the evening where he would be available to answer questions and provide information. The Board agreed that this is an excellent idea.

## **B. Homes Association Insurance Coverage Review**

Mr. Larson presented a slide to review the Homes Association’s current insurance coverage (*see attached handout of slide*).

Mr. Larson reported the following:

- We have several different insurance coverage levels. Under our commercial package we have a blanket coverage of \$7.3M, \$1.5M for business personal property and \$1M for business income.
- For liability coverage we have from \$5k to \$2M in coverage depending upon the type of liability issue covered.
- We have automobile liability coverage of \$5K to \$1M depending upon the type of liability issue covered.
- Under our commercial package is a crime policy that covers theft to our 401K program that is done through Fidelity Investments.
- Our Directors and Officers policy has a \$3M coverage per occurrence. Committee members are all covered as a group under this section. However our “Groups” are not covered under this policy.

## **IX. IMPORTANT MEETING DATES**

Mr. Larson reported the May 2016 Board Meeting will be held on Thursday, May 26, 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, May 25, 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 11:00 am.**

Respectfully Submitted by,

Lisa Goodwin  
Senior Administrator