

**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 25, 2019**

**ATTENDEES:** Directors - Doug Cooper, President; Frank Jacobsen, Treasurer; Wendy Ingraham, Secretary. Present from the CPHA staff: General Manager and Assistant Secretary Mark Larson, Chief of Emergency Services Rick Plotke, Accountant Carol Tilton and Executive Assistant Lisa Goodwin.

**OTHERS PRESENT:** Village residents: Mike Jensen, Bob Armstrong and Beverly Carr.

**EXCUSED:** Chuck Skinner, Vice President and Linda Battin, Assistant Treasurer.

**MEETING AGENDA:** See attached.

**EXECUTIVE SESSION:** The Board of Directors met in an Executive Session and discussed legal and personnel issues.

**I. CALL TO ORDER / MODIFICATION OF AGENDA**

The general meeting was called to order at 8:06 am.

**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 2018 MEETING MINUTES**

*(See Tab #1 of the April 2019 Board Package)*

**Motion**

Upon motion duly made and seconded, the Board approved the March 2019 Board of Director meeting minutes with corrections as noted.

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

No homeowners were present to be heard before the Board.

#### **V. ACTION ITEMS**

##### **A. Nominations for Homes Association Committee Membership**

Mr. Larson reported there was one resident seeking nomination to a committee. See attached resume.

**Motion** Upon motion duly made and seconded, the Board unanimously approved the appointment of Christine Horowitz as a member to the Wildlife Committee.

##### **B. Consideration of Goat Wildfire Mitigation Procedure**

Resident Mike Jensen, Chairman of the Grounds Committee for the Starbuck Homeowners Association and resident Bob Armstrong, also from the Starbuck Homeowners Association were present before the Board to revisit the request made at the February Board meeting to utilize goats for wildfire mitigation on their association property.

Director Cooper reported the following:

- The proposed resolution was revised since the Board package was distributed. The revision allows the goats to remain in the Village overnight.
- This program will be conducted on a trial basis for review and revision by the Board following the conclusion of the program.
- The proposed resolution will establish a basis for considering future requests for goat mitigation and for future rulemaking, if desired.
- Following completion of the program for Starbuck, the Board will review the results and determine if a similar program should be made available for other locations in the Village.

**Motion** After discussion and upon motion duly made and seconded, the Board unanimously adopted the following resolution:

RESOLVED, that notwithstanding Rule III.10 of the Association's Rules and Regulations, Starbuck at Castle Pines Homes Association, Inc. (Starbuck) may bring goats into the Village for wildfire mitigation in common areas controlled by Starbuck, subject to the following conditions:

- (a) Starbuck must submit to the General Manager for approval a goat wildfire mitigation plan, including the identity of and contact information for the company that will provide and manage the goats, the planned arrival date within the Village, and the duration of the goat wildfire mitigation program, and once approved the use of goats must comply with the approved plan.
- (b) The goats must be managed by a company accredited to use goats in wildfire mitigation and comply with all applicable rules applicable to contractors in the Village (except for required departure times), including proof of insurance, transportation and parking.
- (c) Goat wildfire mitigation may be performed only on Starbuck common areas.
- (d) Goats must be contained at all times while in the Village through the use of electrified fencing, herding dogs, goat herders or other means.
- (e) Starbuck will notify homeowners adjacent to planned goat wildfire mitigation common areas in advance of mitigation activities and ensure pets are leashed when outdoors.
- (f) Starbuck will coordinate daily with Emergency Services for traffic control of any community viewing of the goat wildfire mitigation operation.
- (g) Starbuck will comply with any other restrictions that may be imposed by the General Manager or the Chief of Emergency Services before or during the goat wildfire mitigation operation to ensure the safety and well-being of Village residents.

### **C. Consideration of Drainage Easement Agreements with the Metro District**

Mr. Larson reported the following:

- Drainage Easement agreements have been an ongoing project between the Homes Association and the Metro District.
- Approximately three years ago, the Homes Association entered into several easement agreements with the Metro District for the purpose of transferring the responsibility, and corresponding costs, of maintaining many of the storm water drainage areas throughout the community which are located on open space owned by the Homes Association.

**Motion** After discussion and upon motion duly made and seconded, the Board unanimously approved the Stormwater Management Easement Agreement as presented and authorized any Officer of the Association to sign it on behalf of the Association.

### **D. Consideration of Architect Fee Proposal for proposed new Pickleball Court:**

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

- Parks and Recreation Committee member Beverly Carr was present before the Board to provide information on the proposed project.
- The Parks and Recreation Committee is asking the Board for the initial funding needed to complete the planning process for the proposed new pickleball court.
- This project is identified in the five-year financial plan as a new “racquet sports” court; to be constructed as either a tennis court or a pickleball court with a projected cost of approximately \$180,000
- The new court will support four pickleball courts, making the court slightly larger than a standard tennis court.
- Selecting the location for the new court involved the following considerations: (1) the proximity to nearby homes due to noise from the game, (2) the alignment of the courts to facilitate play, (3) existing easements, and (4) drainage.
- The location for the new court will be just south of tennis courts 1 and 2 and between two existing easements – one owned by the Metro District and one owned by the Golf Club.
- The Homes Association will first need to vacate a property line in order to make the area at the Canyon Club one single parcel. The proposal includes a cost of approximately \$7,000 to do so – specifically to complete the necessary engineering work, and to undergo the approval process through the Douglas County Planning Department.
- Costs for this project include: (1) architectural costs of \$35,000.00, (2) court installation costs of \$90,000.00, and (3) estimated site work costs for preparation and landscaping – the actual costs will not be known until the site plan is completed.
- Total funds identified for the project are \$180,000.00.
- This project would be completed by the end of this year.

Ms. Carr reported the following:

- The interest in the sport of pickleball has increased over the past few years – both nationally and in The Village.
- She and her husband have taught over 100 residents how to play pickleball since the two current pickleball courts came online two years ago.
- Having this new pickleball court is an amenity that will further enhance the appeal of the community.
- The existing courts are located in an area with many surrounding pine trees which cause the courts to stay wet longer and not dry out as quickly as the tennis courts, and to require frequent cleaning to remove all the fallen pine needles.

Mr. Larson asked the Board to approve both the concept of the project and the expenditure of up to \$35,000.00 for the initial planning work for the project to include civil engineering, structural engineering and architectural work.

**Motion** After discussion and upon motion duly made and seconded, the Board unanimously approved the agreement with the architectural firm Eidos for the purpose of conducting the planning work needed to determine the work and costs required to install a new pickleball court, at a total cost for planning (architectural work, civil engineering, and structural engineering) not to exceed \$35,000.00, and subject to several minor adjustments to the contract terms.

### **E. Waste Management Recycling Proposal**

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

- The Homes Association has a contract with Waste Management (WM) through 2020.
- Residential trash collection is twice a week per home at a cost of \$20.66 per home, per month.
- Recycling is done once every two weeks at a cost of \$4.06 per home, per month.
- Per the contract WM can increase their yearly fees by 3% per year.
- In January of this year WM started to charge a recycle material offset charge of approximately \$2,400 per month or approximately \$1.45 per household per month.
- The Homes Association challenged this new fee as not allowed under the current agreement with WM. Waste Management responded that according to section 6 of the contract it states that WM may increase fees in result of an increase in disposal, fuel or transportation costs. However, the special provisions of the agreement states that no additional fees will be added during the contract term.
- WM has offered to (1) refund the Homes Association the Recycle Material Offset fees that have already been charged from January through April of this year, (2) to continue to charge this fee, and (3) to reduce the per-household fee by \$1.60 per household to offset the charge. WM stated they would begin this adjustment in May.
- The recommendation is to accept the WM proposal with the stipulation that the Recycle Material Offset fees not exceed \$1.60 per month per household.

Director Cooper stated that it is important that expenses for trash and recycling service are not more than what the Board has already agreed upon through the budget approval process, and within the assessments charged to every homeowner. Director Ingraham asked how this will influence our contract negotiation for renewal in 2020. The Board discussed the importance of discussing with WM the future of recycling and the projected increase in costs way in advance of the renewal date.

Mr. Larson recommended that a small group be created to include the Board and representatives of the Long Range Planning and Finance Committee in order to explore options for recycling and contract renewal with Waste Management prior to the negotiations on the trash and recycling contract.

The Board discussed providing educational information in the email newsletter and in the Village Reporter.

**Motion** Upon motion duly made and seconded, the Board unanimously approved Waste Management's proposal to adjust the allocation of expenses so that the total cost for service is not more than what was originally contracted for.

## **VI. MANAGEMENT/LIAISON REPORTS**

### **A. The Metropolitan District – Jeff Coufal**

Mr. Coufal was not present at the Board meeting. Mr. Larson provided an update and reported the following:

- The District's Board was supportive of the fiber optic plan being explored by the Technology Committee.
- The District's Board discussed their road resurfacing project and the need to do additional research regarding the durability of the materials being used for resurfacing.
- There will be a combined Board meeting next month and after the CPHA's May Board meeting to include lunch.

### **B. General Manager – Mark Larson**

CPHA General Manager Mark Larson presented the Manager's Report. (*See Tab #5 of the April 2019 Board Package*).

In addition to his written report, Mr. Larson reported the following:

- The Village cleanup day will be held on Saturday, April 27, at 9:30 am and will conclude with a barbecue lunch at noon.
- Mr. Larson will be facilitating an evening meeting with the 16-18 residents of the Prato development in order to discuss their issues and concerns.
- Mr. Larson and Ms. Goodwin met with a sales representative from the audio-visual company that installed the CPHA's projectors to create a proposal for teleconferencing in the Conference room. This proposal is currently being reviewed

by the Technology Committee and this information will be provided to the Board at a later date.

### **C. Emergency Services (ES) Report**

Rick Plotke, Chief of Emergency Services presented the Emergency Services report. (See Tab #5 of the April 2019 Board Package).

In addition to his written report, Chief Plotke reported the following:

Chief Plotke spoke with the Town of Castle Rock's Police Department Traffic Officer regarding enforcement for Jake brakes that are not muffled, and for speeding on Castle Rock Parkway. The Traffic Officer reported he has spent considerable time monitoring the road; many speeding tickets have been issued, but there have been no instances reported and tickets issued for un-muffled Jake brakes. The Board discussed that the sound of Jake brakes and the sound of loud motorcycles on Castle Rock Parkway have been heard by both Board members and other residents. Chief Plotke stated that he would ask the Traffic Officer to meet with Director Cooper to visit the area and listen for the sound of Jake brakes.

Chief Plotke continued:

- ES responded to 1,292 incidents in March; there were 6 medical events.
- dwellingLive numbers indicate 25,074 total visitors were processed through the gates in March.
- ES continues to hire and is currently staffed at 35 officers. Several officers have been promoted. Qualified candidates have been applying for new openings.
- A traffic study specialist hired to review the issue of gate strikes occurring at the inbound gate lanes has recommended the installation of new gate operators that have the technology to count the cue in line and then respond accordingly - this should reduce the number of gate strikes.

### **VII. FINANCIAL REPORT: MARCH 2019**

General Manager Mark Larson presented the March 2019 Financial Report and reported the following: (See Tab #6 of the April 2019 Board Package).

#### Capital Projection

- No new updates were provided.

#### Actual/Projected Budget

- At the end of the first quarter the Long-Range Planning and Finance Committee conducted a detailed review of each budget line item. The yearly projection was then updated.
- Several budget line items have had slight changes: Brookfield was expected to start paying assessments on the first of March but instead this did not occur until April.

#### Balance Sheet:

- There are three Certificates of Deposit that will be maturing soon. All three are being reviewed by the LRP&F for reinvestment.

#### Income Statement:

- Access Card Revenue and RFID Tag Revenue will start picking up throughout the spring and summer season.
- The Auditor is in the office currently conducting the 2018 audit.
- Interest on Assessment Revenue is down because the number of delinquent assessments is down.
- Regarding Administrative Labor Expense, candidates for the Maintenance position are currently being interviewed.
- Uninsured Loss Expense includes gate strikes.
- Three more Mutt Mitt dispensers will be installed in the Prato development.
- Building Expense will come in on budget for the year.
- Emergency Services Labor Expenses includes a negative variance as a result of employee health insurance. There are more employees on the health care program this year than in 2018.

Chief Plotke presented the Financial Report for Emergency Services Operating Expenses, and reported the following:

- ES Payroll Expense reflects a positive variance due to not being fully staffed.
- Vehicle Maintenance and Repair Expense and Gate Maintenance Expense includes costs incurred for necessary repairs.
- Utilities Expenses were not increased during the budget process; however, some of the other facilities are running under budget so overall this expense category should come in on budget for the year.
- Employee Appreciation Expense includes the cost to house several employees at a local motel during a blizzard.

Mr. Larson continued the financial report, and reported the following:

- Community Operations Expense reflects the additional costs for Waste Management that were discussed earlier on the agenda.

**Motion** Upon motion duly made and seconded, the Board unanimously accepted the March 2019 Financial Report as presented.

#### **IX. REVIEW OF BOARD DIRECTIVES**

Mr. Larson provided a review of the tasks/directives assigned to him by the Board during the meeting:

- Provide a schedule of Committee Meetings to Director Cooper.
- Coordinate a Trash and Recycling group to plan for contract re-negotiation in 2020.
- Village Weekly article regarding stop signs at the gates (Lisa Goodwin).
- Move the Mutt Mitt station at the former bridge location.
- Review crossing options at Haskins Gulch.
- Review the Jake brake issue at Castle Rock Parkway with Chief Plotke and the Castle Rock Traffic Officer.

#### **X. IMPORTANT MEETING DATES**

Mr. Larson reported the May 2019 Board Meeting will be held on May 23, 2019, in the Castle Pines Homes Association Community Room located at 688 W. Happy Canyon Road; 7:00 am - Executive Session, 8:00 am - Regular Meeting.

#### **XII. ADJOURNMENT**

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adjourn the April Board of Directors meeting at 10:17 am.

Respectfully Submitted by,

Lisa Goodwin  
Executive Assistant