

**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, May 23, 2019**

**ATTENDEES:** Directors - Doug Cooper, President; Chuck Skinner, Vice President; Frank Jacobsen, Treasurer; Linda Battin, Assistant Treasurer, and 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, Jim Kelly, Chuck Graves.

**EXCUSED:** N/A

**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 8:05 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. APRIL 2018 MEETING MINUTES**

(See Tab #1 of the May 2019 Board Package)

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

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

Resident Chuck Graves of 6 Borealis was present before the Board to discuss the issue of fire prevention. Mr. Graves stated that on his walks throughout the community he has noticed a large amount of discarded cigarette butts alongside the roadway and in the grass. Mr. Graves stated that contractors entering The Village are smoking and discarding cigarette butts on community property. Mr. Larson reported the Board can make a rule for no smoking on a construction site, but it is not easy to enforce.

The Board discussed making The Village a no-smoking community – to include open space, construction sites, and Village roadways. Mr. Larson stated our Covenant Compliance Coordinator can visit construction sites and inform contractors of the rule. Director Battin suggested that all construction sites be required to include a sand bucket for discarding cigarette butts. Mr. Graves suggested there be a sign at the gates stating there is no smoking allowed on common areas. Director Cooper asked that Chief Plotke have Patrol Officers be vigilant for smoking on construction sites. Director Ingraham suggested that contractors entering The Village be given a notice at the gates that smoking is not allowed on CPHA owned property and roadways.

The Board discussed including a notice in the weekly email newsletter to inform residents of the importance of notifying their landscapers and other contractors do not discard cigarette butts on private property, CPHA property, or on roadways. Director Cooper suggested the requirement to create a designated space for smoking on construction sites be included in the rules for contractors in The Village.

Mr. Graves asked who is responsible for clearing the dead brush located on the open space near Borealis. Mr. Larson reported the Metro District maintains that open space and he will speak with them about cleaning up that area.

Resident Mike Jensen of 4519 Silver Gate Drive was present before the Board to provide an update regarding the recently approved, pilot program to utilize goats for fire mitigation on property owned by the Starbuck Homeowner's Association. Mr. Jensen reported the following:

- The contractor for the program, Goat Green, is currently in the process of scheduling their summer mitigation programs and they anticipate a date in July for Starbuck.
- A meeting was held for the homeowners of Starbuck to discuss the program; 43 Homeowners were in attendance along with Einar Jensen from the South Metro Fire District and Allan Browning from the Castle Pines Buffalo Ridge HOA.

- Caution tape will be set up along the boundary areas of the open space within Starbuck so that Goat Green will know where to set up their fencing.
- There are four homeowners that border the north side of the Starbuck development – these homeowners will be informed of the program timing and the activities that will occur.

The Board discussed the process for informing the community of the program and the concern of crowds of people coming out to watch the goats. Mr. Jensen reported the goats will only be visible from the very high part of Mirage. Most of the time the goats will be on interior areas of Starbuck's open space and will not be visible. The Board determined that since this is a pilot program, a brief overview can be provided to the community that one of The Village sub associations will be conducting a fire mitigation program utilizing goats. Following the conclusion of the program, the Board will review the project and determine if this program is something that would be beneficial and effective for the rest of the community's open space, and any other sub-associations, should they wish to have this program. The Board also discussed the importance of notifying residents to keep their dogs inside or on a leash in order to prevent loose dogs.

Resident Jim Kelly of 5179 Le Duc Lane was present before the Board to discuss the issue of the berm on Castle Pines Drive South. Mr. Larson reported that PineCo has agreed to do work on the berm; the trees will take time to grow and establish in order to fill in the view. Mr. Larson added that in regards to the lighting issue on Castle Pines Parkway, he spoke with both the Town of Castle Rock (roadway lighting) and to the apartment complex (lighting on their buildings) and both have responded that they are meeting the Towns' requirements for external lighting.

## **V. ACTION ITEMS**

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

Mr. Larson reported there were no homeowners seeking committee membership at this time.

### **B. Consideration of Emergency Services Capital Request**

Chief Plotke reported the following:

- There has been an increase in the number of gate strikes following the implementation of the RFID tags. Stop signs were installed at every gate in order to

help slow down entry and reduce the number of gate strikes, however, the signs have not been very effective, and the gate strikes have continued.

- A traffic study was initiated with traffic engineering company LSC, the same traffic study group used by the Castle Pines Metropolitan District to evaluate traffic issues within the community. LSC produced a report that was reviewed by the Emergency Services Committee (ESC) and Wizard Works, the contractor responsible for the maintenance of the CPHA's gate entry system. The report indicated that gate arm strikes are occurring in the homeowner entrance lane and to the second car in the queue.
- LSC recommended that a special device be installed that will count the queue in order to prevent the gate arm from coming down on a vehicle. The device reads several cars in line and will close if there is a car that does not have an RFID tag.
- LSC recommended this device be installed at one gate to see what the results are.
- The ESC decided to start with Gate 4 and if the device works successfully at preventing gate strikes, then it can be installed at the other gates.

The Board discussed the timing, entrance, and logistics of entering through the community's five different gates. Director Skinner suggested we continue to research how other communities deal with this issue. Mr. Larson reported there is currently an \$8,000 negative variance in Uninsured Loss Expense, all due to gate strikes. Mr. Larson stated the gates are becoming littered with signs to the point that additional signage is not going to make a significant impact on resolving the problem. Mr. Larson agreed with the ESC recommendation that the device be installed at Gate 4.

**Motion** Upon motion duly made and seconded, the Board approved the Emergency Services Capital Request by a vote of 4 in favor and one opposed in the amount of approximately \$8,000.00 plus the 10% contingency from Reserve Funding for the purpose of purchasing and installing a new "SMART" operator in the resident entry lane of Gate four as a trial - the results of this trial be evaluated for effectiveness, and then additional operators will be considered for purchase should the results of this new device prove to be effective.

## **VI. INFORMATION/DIRECTION**

### A. Review of Summer Events

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

- The Fitness Center pool opened for the season on May 20.
- The Summit Club and Canyon Club pool will open on May 25.

- There are a large variety of events that are planned during the summer season including:
  - Four tennis socials throughout the summer.
  - The Summer Solstice event on June 22 at the Canyon Club pool (formerly the Father's Day Event)
  - Movie in the Park at the Canyon Club playing fields on the evening of July 3.
  - Adult Social to be held at the Canyon Club Pavilion on July 27.
  - The annual Metro District Picnic at the Canyon Club on August 10
  - The Kids Triathlon on September 2.
  - A Pickleball Tournament on September 28.
  - Oktoberfest on September 14.
- Mr. Larson and Director Cooper met with Eidos Architects to review the initial plan for the new pickleball courts.

## **VII. MANAGEMENT/LIAISON REPORTS**

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

Mr. Larson reported that Mr. Coufal was not in attendance at the Board meeting.

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

CPHA General Manager Mark Larson presented the Manager's Report. (See *Tab #3 of the May 2019 Board Package*).

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

- Mr. Larson will be on vacation the first week in June.
- Bill Smith from the LRP&F Committee has agreed to participate in the Waste Management Recycling Group to review the upcoming renewal of the WM recycling agreement.
- Regarding the additional recycling fee from Waste Management, the amount charged to the Homes Association has exceeded the \$1.60 per home Waste Management agreed to reduce the recycling fee per home to offset the added fee. Mr. Larson reported that following discussions WM has agreed to refund the additional amount they have charged to date (approximately \$12,000.00) and not charge the fee for the remainder of the year. The Homes Association's position continues to be that WM cannot charge an additional recycling fee (per the contract) for the duration of the current agreement which ends in 2020.
- Mr. Larson introduced Nathan Nicholas as the CPHA's new Handyman/Maintenance Supervisor.

- At this month's Technology Committee meeting, there was a demonstration of conference room equipment that was not well received. The Technology Committee continues to evaluate conferencing options.
- Regarding the placement of monument signs on Happy Canyon Road – the County has denied the Homes Association's request to place each of two monument signs in the roundabouts. The next option is to put one monument sign on the grassy area just outside of Gate 1 and facing the roundabout, and the other monument sign to be located on the grassy area of the northwest corner across from the roundabout at Gates 3 and 4.
- Regarding the monument sign currently located at the back of the CPHA office and facing Gate 4 - the berm near the drainage channel will need to be built up slightly, and the wording will be replaced with the new logo image and words, at approximately 4 ½ feet tall and 20 feet long. Bids will be gathered for this work and presented to the Board in June with a capital request to begin the work in July.

The Board approved the suggested locations for the monument signs and the presentation of the image of the sign.

Mr. Larson reported a community plan for wildfire mitigation was created several years ago by a hired contractor, Anchor, and included input from the CPHA Design Review Committee, South Metro Fire District, the Castle Pines Metro District, and other local agencies. Mr. Larson stated that had the Homes Association become a Firewise designated community, the CPHA could have received money for mitigation work, but it came with strings attached such as requirements for defensible space that were not acceptable to many residents, or to the DRC.

Following the decision by the Board to not officially adopt the study, the Homes Association created the Forest Stewardship Committee. Since that time the Homes Association and the Forest Stewardship Committee have done extensive work regarding wildfire mitigation. These activities included: installing emergency exit gates at several locations within the community, obtaining the required licensing for the Emergency Services radio system to monitor all local law enforcement agencies, and installing an Opticon system at all of the gates to allow emergency responders to enter the community without a Gate Officer present.

Mr. Larson asked for the Board's permission to research through the Forest Stewardship Committee on what actions would be required to adopt the draft report and get a Firewise designation for the Village. After some discussion the Board gave Mr. Larson the approval to further investigate the Firewise designation.

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

Rick Plotke, Chief of Emergency Services presented the Emergency Services report. (See Tab #3 of the May 2019 Board Package).

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

- ES responded to 1,540 incidents in April; there were five medical events.
- dwellingLive numbers indicate 30,556 total visitors were processed through the gates in April.
- ES continues to hire and is currently staffed at 36 officers. A Patrol Officer was recently promoted to Corporal.
- The Emergency Services Committee and the Technology Committee are working with Integrated for access to their alarm monitoring system so that we can reach out to homes where we have not heard from their alarm in over a year or more.

## **VIII. FINANCIAL REPORT: APRIL 2019**

General Manager Mark Larson presented the April 2019 Financial Report and reported the following: (See Tab #4 of the May 2019 Board Package).

### Capital Projection

- No changes were identified.

### Actual/Projected Budget

- Positive variance for expenses in ES Labor due to a staffing shortage.

### Balance Sheet:

- Two certificates of deposit will be maturing soon. The LRP&F will be evaluating possible reinvestment options.

### Income Statement:

- Dog Waste Stations Expense includes the purchase of additional bags. Two new stations will be installed in the Prato development.
- Village Marketing Expense variance is a timing issue due to when the bills are received.

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

- ES Labor Expense has a positive variance due to understaffing.
- Gate M&R Expense includes a \$6,000.00 purchase to replace broken gate arms.

- The Homeowner Event Expense includes the cost for the annual CPR training event for residents.
- Travel Expense includes the cost to book several rooms for employees at a local hotel during a blizzard.

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

- DRC is running on budget
- Village Lake Building M&R expense includes the cost for plumbing repairs in the locker rooms.
- Canyon Club and Summit Club Operations Expense is on budget for the year.

**Motion** Upon motion duly made and seconded, the Board unanimously accepted the May 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:

- Include Board Directors email addresses in the Did You Know Campaign list.
- Email notice to the community regarding smoking on CPHA property.
- Speak to Metro about clearing dead brush on open space near Borealis.
- Look into the standards required to become a Firewise community.

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

Mr. Larson reported the June 2019 Board Meeting will be held on June 27, 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 May Board of Directors meeting at 10:35 am.

Respectfully Submitted by,

Lisa Goodwin  
Executive Assistant