

**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 24, 2018

ATTENDEES: Directors Len Jacob, President; Chuck Skinner, Treasurer; Linda Battin, Secretary; Wendy Ingraham, Director. Present from the CPHA staff: General Manager and Assistant Secretary, Mark Larson, Chief of Emergency Services, Rick Plotke, Covenant Compliance Coordinator Kat Egan and Senior Administrator, Lisa Goodwin.

OTHERS PRESENT: Jeff Coufal, Castle Pines Metropolitan District Manager; Residents: Carl Pendleton, Pat Foley, Frank Jacobsen, Don Watson.

EXCUSED: Doug Cooper, Vice President and 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 8:01 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 2018 Board Package)

Motion

Upon motion duly made and seconded, the Board approved the April 2018 Board of Director meeting minutes with corrections as noted.

IV. HOMEOWNERS REQUEST TO BE HEARD

Resident Pat Foley of 5072 Covelo Drive was present before the Board to discuss the issue of screening on the berm behind his home and bordering Santa Fe Road. Mr. Foley reported he was in the process of selling his home and despite having over 50 showings, buyers are indicating that they do not want to buy the home because of the view of the roadway. Mr. Foley presented several pictures of the view of the roadway from the back of his home (*see attached handout of pictures*). Mr. Foley reported he contacted several of the Douglas County Commissioners and CDOT to see if they would be willing to provide screening along Santa Fe. Mr. Foley asked the Board if they would be willing to approve an expenditure for additional screening along the berm – such as shrubs, greenery, and tall grass that could grow without irrigation and help to block the view.

Mr. Larson stated the planting of trees on the berm in that area would be difficult due to the lack of an irrigation system. Director Battin asked if there were faster growing trees such as aspen trees that could be placed on the berm behind the homes, and in-between pine trees, to add to the screening. Director Ingraham suggested using cottonwood trees since they are deciduous trees, and then hand watering with an ATV and a portable water tank. Mr. Larson reported the cottonwood trees would be “water hogs” and could potentially harm the Ponderosa pines by preventing them from receiving enough water to thrive.

Mr. Larson reported that the berm along Castle Pines Drive South behind the houses on Covelo Drive was installed by the Homes Association and then given to the Village Lake Sub Association for maintenance and care. Mr. Foley reported he would also be making a request to the Village Lake Sub Association Board for additional screening in that area. Mr. Larson stated he would discuss this issue with Art Griffith from Douglas County to see what else could be done and then report back to Mr. Foley and the Board.

Resident and Treasurer of the Village Lake Sub Association Board of Directors Carl Pendleton was in attendance and stated the Board has been doing an excellent job regarding mitigation efforts.

V. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mr. Larson reported there were no residents seeking approval for Committee Membership.

B. Proposed Recycling Resolution

(See Tab #2 of the May Board Package).

Mr. Larson reported that there was an extensive amount of community feedback received regarding the proposed recycling resolution. Mr. Larson reported that he spoke with our account representative from Waste Management who informed him that the recycling industry is currently in a state of major change and that Waste Management would not agree to the use of recycling bags unless it was required as a mandate by city ordinance. Mr. Larson reported an email blast was recently sent out to the community indicating that due to Waste Management's decision to not accept recycling bags, the Board would be withdrawing their consideration of this proposal.

Mr. Larson reported Waste Management stated that because of changes to the recycling industry, they would be coming back to us later in the year to discuss the possibility of additional modifications to our recycling program. Mr. Larson asked the Board for a motion to remove from consideration the proposed trash and recycling resolution.

Motion Upon motion duly made and seconded, the Board unanimously agreed to remove from consideration and further discussion the proposed Trash and Recycling Resolution that was presented at the April 2018 Board meeting.

C. Reserve Capital Requests

(See Tab #3 of the May Board Package).

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

1) Fitness Center Interior Painting

The reserve study allocates \$13,275.00 for interior painting at the Fitness Center. We engaged the contractor we have used prior for painting work in the CPHA building and other facilities at a cost of \$9,680.00. Due to the contractor's schedule to complete the work, an email was sent out to the Board for an approval vote.

Motion Upon motion duly made and seconded, the Board unanimously confirmed the e-mail vote to approve the capital request as presented in the amount of \$9,680.00 as a Reserve Capital expenditure for painting the interior of the Village Lake Fitness Center.

2) Emergency Services Vehicle Purchase

We have received a proposal for \$68,960.00 to include the purchase of two new vehicles, the decommissioning of the current vehicles, the transfer of the emergency equipment (lights, sirens, radios and decals), and the required taxes on the sale. The patrol vehicles are used 24 hours with extensive idling; the vehicles also experience extensive wear and tear on the transmission, the tires and the brakes. The Emergency Services Committee has determined that the patrol vehicles should be replaced at 100,000 miles.

Motion

Upon motion duly made and seconded, the Board unanimously approved the capital request as presented in the amount of \$68,960.00 as a Capital expenditure for replacing two of the Emergency Services Patrol vehicles.

D. Marketing Committee Proposal

(See Tab #4 of the May Board Package).

Residents Frank Jacobsen and Don Watson from the CPHA's Marketing Committee were present before the Board to present the Committee's recommendation for a professional Marketing organization to assist in marketing the Village. Mr. Watson provided a handout (*see attached copy of handout*) and reported the following:

- The Committee contacted 11 marketing firms; six firms were eliminated because they wanted a budget expenditure that was greater than what we had to offer.
- The Committee selected JBG Communications (JBG)– Jackie Griggs is the owner and she is working with two sub contractors, Don Poole with XUMA for the creative work and Janet Jerde with See Janet Work for SEO and web development.
- Multiple references were contacted on all three individuals and glowing reviews were received regarding their professionalism, talent and efficiency.
- We currently have a contract with Get Found Fast to work on our website and to help elevate our presence on the internet (SEO). Their primary focus is on social media and web development. The Committee has determined to end the relationship with Get Found Fast.
- The Village has a great story and a great product to sell. We just need the right tools and the right avenues in which to tell the story and to sell the product
- JBG has successfully identified the objectives necessary to promote the Village to prospective buyers.
- JBG will be providing us with a statement of work. This document will spell out what they will be doing for us and what it will cost.

- The Committee is looking for the Board's approval to move forward with JBG - subject to the review of their statement of work.

Director Skinner stated that we have not yet seen any analytics to show if we have been making progress. Mr. Watson reported that we have not received clearly articulated analytics from Get Found Fast to show the return on our investment to date. Mr. Jacobsen reported that one of the biggest selling points in favor of JBG was that they have extensive experience in producing comprehensive analytics.

Mr. Jacobsen stated that resident and marketing professional Terry Barnhardt, who conducted our focus group, would like to participate further by working with the Village Marketplace owner(s) to create a "front door" presence for our community. Mr. Watson stated that we need to look at who we are and what we want to be. Mr. Jacobsen reported we do not yet have an agreement with JBG; once we receive it we will provide the agreement to Director Cooper for legal review. Mr. Jacobsen stated there needs to be a constant flow of information to realtors to keep them informed about our community; the Committee is working on a document for the realtors with assistance from JBG.

Director Ingraham asked if we bring in a special event to the community, such as a half marathon, would JBG Communications be able to do the marketing for the event or would we bring in another event marketing company? Mr. Watson replied that JBG does have the capability and the experience to produce and market an event.

Director Skinner asked if we could put up a sign on I-25 indicating Castle Pines Village at the Happy Canyon Road exit. Mr. Larson reported he was currently looking into this possibility. Director Jacob stated the focus group conducted by Mr. Barnhardt was excellent and thanked the Committee for their effort.

Motion Upon motion duly made and seconded, the Board unanimously authorized the Marketing Committee to negotiate a contract with JBG Communications, to be presented at the next Board meeting for approval, and to include a "not-to-exceed" expenditure.

Motion Upon motion duly made and seconded, the Board unanimously authorized Mr. Larson to terminate the agreement with Get Found Fast per the provisions of the agreement.

E. Committee Chairperson Approval
(See Tab #5 of the May Board Package).

Mr. Larson presented a slide (see attached handout of slide) indicating the proposed Chairmanship for the CPHA committees. Mr. Larson reported that there were several changes and several continuing chairs.

Motion

Upon motion duly made and seconded, the Board unanimously accepted the Committee Chairpersons as presented.

VI. INFORMATION/DIRECTION

A. Possible Rules and Regulations Modifications

Covenant Compliance Coordinator Kat Egan presented a slide (see attached handout of slide) regarding the possible modification of several items in our Rules and Regulations. Ms. Egan reported there are several items in our Rules and Regulations document where the process of covenant control would benefit from modification, including:

- Requiring that the garage be used for its intended purpose of parking cars.
- Light curfew for exterior landscape lighting.
- Waste bags – types of bags used and a clearer definition on what constitutes trash (household trash versus yard waste)

Ms. Egan reported she has received several complaints regarding residents not utilizing their garage to park their cars. Mr. Larson reported our current rules state that residents may only “park a car in a designated parking area”. Mr. Larson added that we would like for this to include a statement that residents must use their garage for its intended purpose; for example, if a home has a two-car garage and two cars, both must be parked in the garage and not on the driveway.

Regarding nighttime lighting, Ms. Egan reported there are several residents in the community complaining about their neighbor’s landscape lighting, however those lights were approved by the DRC. Ms. Egan stated that a curfew requiring residents to turn off the lights at a certain time would also be helpful.

Regarding trash, Ms. Egan reported there have been many instances where residents are putting out yard waste for pickup at the curb, however leaving it out for extended periods of time and until Waste Management picks it up. Ms. Egan added that ES night patrol will write tickets for having the garbage out the night before and the resident will call later to state that it was yard waste and not household trash. Ms. Egan added

there are residents using grocery shopping bags and/or white kitchen bags to put out their trash and this often results in birds and other wildlife getting into the trash.

Mr. Larson reported that he and Ms. Egan will work on creating some draft language for potential modification of the rules and then bring it back to the Board for consideration.

VIII. MANAGEMENT/LIAISON REPORTS

A. Metropolitan District Items – Jeff Coufal

Mr. Coufal had to leave the Board meeting early and was therefore unable to provide his report.

B. General Manager – Mark Larson

Mr. Larson provided his Management Report and reported the following:

- The plans for the Gate 4 remodel are almost finalized and the project will be presented to the Board in July for consideration.
- Email blasts were sent out reminding residents to bring their pool pass to be able to access the pool.

Mr. Larson presented several slides (*see attached handout of slides*) regarding the City of Castle Pines referral for the Castle Pines Town Center, Filing No. 1 Final plat. Mr. Larson reported the Town Center would be located outside of Gate 5 in the area where the Taylor Morrison homes are being built. Mr. Larson reported we must provide a referral back to the City by June 1, and we should include the same recommendations we made in 2013: retain the 75 feet buffer zone, provide a berm on the open space, and the requirement that Chase Lane be kept open throughout construction.

C. Emergency Services (ES) Report

Rick Plotke, Chief of Emergency Services presented the Emergency Services report. (*See Tab #6 of the May Board Package*).

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

- ES responded to 1,493 incidents in April; there were 4 medical events.
- There was a house fire at a house on the north side of the Village. Two ES Officers were slightly injured – one hurt their knee and the other had some mild smoke inhalation. The Board thanked Mr. Larson for his timely communication to the

community about the fire.

- There were 29,748 entries into the Village using gate transponders - to include approximately 38,000 guests. 817 visitors were processed after hours.
- ES is currently staffed at 40 employees.
- There are two officers currently on medical leave.
- There were seven gate strikes in May but none resulted in damage to the gate.
- Patrol Officer Rainey recently passed his EMT exam.
- A letter regarding alarm compliance (re: connecting to dispatch) has been completed and when approved by the Emergency Services Committee will be sent out to the community.
- There were two DUI's issued to underage drivers in the Village by the Douglas County Sheriff's office.
- The new pool access control system will be functional by the end of the week, and before the pools open on Saturday of Memorial Day weekend.
- There has been discussion about having a mobile RFID tag option. There are several residents in the community that have indicated to ES that they frequently change their vehicle and want to have the option to move their transponder from car to car as needed. This type of access tag would be portable and hang from the rear-view mirror. The cost for the portable RFID tag would be slightly more than the cost for the sticker.

IX. FINANCIAL REPORT: APRIL 2018

General Manager Mark Larson presented the April 2018 Financial Report and reported the following: *(See Tab #7 of the May 2018 Board Package).*

Actual/Projected Budget

- Positive variances in expenses and revenue are projected for the year.

Balance Sheet:

- There are four Certificates of Deposit that will mature over the next few months. The Long Range Planning and Finance Committee has determined to reinvest the first one and then consider the other three as they mature.

Income Statement:

- Assessments on Alternative and Custom Lots are running on budget.
- Regarding DRC Revenue, the DRC currently has four custom homes and eight alternative homes under review; the negative variance will reverse once these home reviews are completed.
- Late Fees, Interest Assessment Expense reflects a significant reduction in delinquencies.

- The Historical Project is just getting started; the Board committed \$10,000 this year to this project.
- Building Maintenance and Repair Expense includes a \$2,000 repair to the CPHA building's generator.

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

- Vehicle M&R expense includes general maintenance, brakes and tires.
- Office Supplies expense has a negative variance and will be managed to budget going forward.

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

- The negative variance in the Transponder Expense is balanced by the positive balance in Transponder Revenue.
- Village Lake/Summit Club/Canyon Club Operating Expenses includes payment made to the pool operating company to get the pools ready for opening.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the April 2018 Financial Report as presented.

X. REVIEW OF BOARD DIRECTIVES

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

- Contact Art Griffith from the Town of Castle Rock to discuss additional mitigation along Santa Fe Drive.
- Speak with Mr. Coufal regarding the correct language for the April minutes (re: road work at Evening Star), and the fence along Happy Canyon Road.
- Create a Committee Chairperson succession plan.
- Send the City of Castle Pines Referral Letter to Director Jacob for signature.
- Provide the Board with an update on the Gate 1 monument sign.
- Create modification language for several rules (with Ms. Egan) for July Board review.

XI. IMPORTANT MEETING DATES

Mr. Larson reported the June 2018 Board Meeting will be a morning meeting to be held on June 15, 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.

The next Castle Pines Metropolitan District Board meeting will be held on June 27.

XII. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the May Board of Directors meeting at 10:55 am.

Respectfully Submitted by,

Lisa Goodwin
Senior Administrator