

**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, June 15, 2012

ATTENDEES: Directors Len Jacob, Treasurer; Terry O'Connor, Secretary; Chuck Skinner, Director. Present from the CPHA staff: General Manager Mark Larson, Chief of Emergency Services Drew Grant, Accountant Carol Tilton and Administrator Lisa Goodwin.

OTHERS PRESENT: Jon Gray from the Metropolitan District; Sean Owens from Douglas County; residents: Don Somsy, Monica Flinner-Ross, Bridget Haith, Marilyn Peters, Harold Bruckner, Jack Hummel, Mark Jost, Larry Bundy, Dave Cooper

EXCUSED: Al Dugan, President; Linda Battin, Vice President

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 8:00 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 June, 2012 Board Package)

Motion Upon motion duly made and seconded, the Board approved the May 25, 2012 Board of Director meeting minutes with corrections as noted.

VI. FINANCIAL REPORT – Director Jacob
(See Tab #2 of the June, 2012 Board Package)

Director Jacob presented the May, 2012 Financial Report.

- The LRP&F Committee recommended moving some of the reserve funds out of the account at Solera Bank and into the account at Guaranty Bank to maintain account amounts below the FDIC insured levels.
- DRC revenue is ahead of budget for the year to date.
- Total revenue is positive by \$50,000 but it was noted that since we don't budget for pass-through costs, total revenue is anticipated to be \$10,000 positive at year end.
- Collection Fee Revenue is essentially a memo entry as these are charges billed by our attorney and are then in turn billed back to the resident.
- The variance in Transponder Expense is a "timing" issue as it reflects an order placed in May.
- Administrative Labor Expense, Payroll Expense is anticipated to come in \$5,000 negative for the year due to part time labor expense for landscaping activities.
- Administrative Operating Expense includes a variance for community signage that was purchased for Gate 1.
- Administrative Operating Expenses in total are anticipated to come in on budget.
- Building Maintenance and Repair Expense includes a \$1,000 expense to modify the entry window at ES dispatch.
- Emergency Services Labor Expense includes overtime expenses that should be offset by the reduction in contract labor expense, thereby resulting in a positive variance at year end.
- Emergency Services Operating Expense, Equipment Maintenance and Repair includes costs incurred to replace the outbound gate at Gate 2 (\$4,000).
- Emergency Services Vehicle Maintenance and Repair Expense include the costs incurred for new tires on two patrol vehicles.
- Emergency Services total expenses are anticipated to come in at a negative \$9,000 variance for the year.
- Community Operating Expenses are anticipated to come in \$40,000 positive for the year.
- Forest Stewardship Committee, the Communications Committee and the Parks and Recreation Committee are on budget.
- Due to the hail storm there will be additional landscape and maintenance expenses to replace the flowers damaged by the storm at the gates.
- Total expenses are anticipated to be \$29,000 positive for the year. The LRP&F Committee recognized that although the expenses needed to fund the train whistle project were not budgeted for the year, there will be enough cash flow in the budget to fund it.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the May, 2012 Financial Report as presented.

VII. HOMEOWNERS REQUEST TO BE HEARD: Items not on the agenda

NONE

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 June, 2012 Board Package)

Mr. Larson reported last week Karla Estey and the landscaping crew finished planting flowers, the Golf Club finished their flowers at Gate 1, and about one day later the hail storm destroyed almost all of the flowers. Mr. Larson reported some flowers are coming back, but very slowly. The flowers at the gate were almost completely destroyed. Mr. Larson reported the Golf Club stated they would look over all of their flower beds in a week to see if any have come back, but anticipated that most will not come back until August. The Golf Club indicated they would be replacing the flowers at Gate 1.

Mr. Larson reported he would like to purchase \$5,000 in replacement flowers to be concentrated primarily at the gates. Mr. Larson reported we would need to bring in some additional labor to help with the planting. The flowers are scheduled to be delivered next week. Mr. Larson reported we have some favorable variances in our expense budget that can accommodate this unforeseen expense. Mr. Larson reported he can authorize this expense without Board approval and is working with the Golf Club to purchase flowers at a reduced expense.

Director Skinner inquired about the flowers at the pool facilities. Mr. Larson responded that we would be letting those flowers "come back". Mr. Larson added the flowers at the Summit Club were relatively undamaged.

Mr. Larson reported after the hail storm we had to close the Canyon Club pool for the better part of a day to clean the mud and debris that came down from the bordering hillside inside the pool and around the pool deck. Mr. Larson reported that Apollo Aquatics would include these cleaning efforts as a part of their service contract. Mr. Larson reported that after hard, fast rains the hillside next to the pool washes dirt down across the decking and into the pool – the mud then fills up the pool drains. Mr. Larson reported they estimated approximately 4 to 5 feet of mud was removed from the pool drains. Mr. Larson added that we need to look at this issue in the off season to see what can be done to mitigate or remedy the situation.

Resident Don Somsy and Douglas County Engineer Sean Owens were present to provide an update on the train whistle issue.

(For previous discussion on this issue see the May, 2012 Board Packet, VII. Management Report, Item A. "Manager's Report".)

Mr. Owens reported the following:

- They are waiting to hear from Union Pacific Railroad (UPR) on the design of the gates at the Plum Creek Wastewater Authority crossing.
- There is a deadline of July 6th for the UPR to submit their estimate of construction to the Public Utilities Commission (PUC). After submittal there is a 30 to 45 day period

for the public to submit any objections to the project. If there are no objections, the PUC will allow the project to begin with an “initial approval”. After the UPR completes construction there will then be a one year test period of the quiet zone before receiving a full quiet zone designation from the PUC.

B. Emergency Services (ES) Report – Drew Grant, Chief of Emergency Services (ES)

Chief Grant presented the Emergency Services report. (See Tab #3 of the June, 2012 Board Package.)

Chief Grant reported:

- There were 532 incidents in May to include two medical assists; up by a count of 30 over the same month last year.
- QuickPass reported 20,000 more gate entries in May than in April. This was primarily due to summer landscaping and construction activities.
- Staffing is up to 32.
- Sergeant Graham is currently enrolled in Emergency Medical Technician training.
- Two CPR classes were held for the Country Club staff members in May.
- There were seven incidents involving damage to the gates.
- Regarding the request last month to analyze the 911 system, there was a good response from both the north and south side of the Village resulting in an overall 87% contact success rate. Local cities average 50% and Douglas County averages the highest at a 75% response rate.
- The phone entry system at Gate 2 is working well with over 130 residents signed up for that system.
- Traffic stops are up and double the number from April. Both warnings and NOV's were written.

C. Metropolitan District Items – Jon Gray

Mr. Gray, District Engineer for the Castle Pines Metropolitan District reported the following:

- Metro has completed their analysis of the Village roadways. Many have deteriorated and they are focusing on “disaster areas” first; specifically the Northwood area where every site was built at the same time and the roads were not built to handle all of that construction traffic at one time.
- A recent traffic study indicated the roundabouts on Happy Canyon Road are working exceptionally well at controlling traffic volume and speed.
- Metro is looking at improving safety measures at Gate 2 to include striping the inside roadway to create a pedestrian walkway and adding three speed tables.
- In the area of Castle Pines Drive South through Tolland, Metro has installed curb and gutter on the frontage road, for aesthetic purposes, and one speed table.
- Road shouldering activities will occur in various locations to improve roadside appearances.

- Flooding from the recent hail storm has created several “immediate prioritization” projects; 10 basements were flooded around the Tolland Drive area.
- A small bench-like sidewalk made of asphalt will be installed on the bridge at Gate 4 where the trail ends so that people can walk safely across the bridge.

Director Jacob asked Metro to provide the CPHA with notice on when the road shouldering activities will occur so that we can publicize it in the email blast. Director Jacob stated that right outside of Gate 1 trucks are creating big “ruts” in the roadside. Mr. Larson reported the Gate 1 turnaround was designed to be a two point turn but people are not doing that. Mr. Gray stated the Metro District is going to fix this issue. The Board requested the Metro District not remove any stop signs without first consulting the Homes Association.

VII. ACTION ITEMS

A. Technology Capital Request

(1) Phone System Replacement – Mark Jost (See Tab #4 of the June, 2012 Board Package.)

Resident Mark Jost, Chair of the Technology Committee, and John Hemmer Technology Committee member reported the Committee went through a very long process to evaluate potential phone vendors. Mr. Jost reported they talked to the existing vendor and several others and ultimately determined the ShoreTel system, provided through the vendor Attain Technologies, would be the optimal solution. Mr. Jost reported they are confident of ShoreTel as a company and their equipment.

John Hemmer, reported the Committee had two priorities in looking for a phone system: (1) reliability and (2) the ability to handle incoming calls to dispatch correctly. Mr. Hemmer reported the solution recommended is a good blend of reliable phone service with the latest in VOIP technology for the end user.

Mr. Hemmer reported the conversion process will take approximately 45 days and ShoreTel plans on doing a “mirror system” to avoid down time. Some phones and handsets will remain while others will be updated.

The Board thanked the Technology Committee for all of their hard work on this project.

Motion Upon motion duly made and seconded, the Board unanimously approved the Technology Committee’s capital request for a new phone system as presented.

(2) CPHA Copier Replacement – Mark Larson (See Tab #5 of the June, 2012 Board Package.)

Mr. Larson requested Board approval to replace the outdated leased copier used by the Homes Association staff with a purchased copier from All Copy. He further explained that this was a completion of replacing leased copier equipment with purchased equipment that began last year with the copier in Emergency Services. The service and maintenance will be provided in a monthly agreement with the copier vendor All Copy. Mr. Larson reported that All Copy's service has worked out very well over the past year. Mr. Hemmer reported that both copiers allow for the integration of a document management system.

Motion Upon motion duly made and seconded, the Board unanimously approved the Technology Committee's capital request for a new copier as presented.

B. Parks and Recreation Capital Request – Larry Bundy

(1) Replacement of Elliptical

(See Tab #6 of the June, 2012 Board Package.)

Mr. Larson reported the replacement of the elliptical machine at the VLFC is part of the reserve capital and the bid received fits into the budget. Mr. Larson reported we have been very happy with the Precor equipment purchased in the past and the elliptical machine is one of the most popular pieces of aerobic equipment at the VLFC.

Motion Upon motion duly made and seconded, the Board unanimously approved the Park and Recreation Committee's capital request for a new elliptical machine as presented.

(2) Tennis Court Repair

(See Tab #7 of the June, 2012 Board Package.)

Resident Larry Bundy from the Parks and Recreation Committee reported that tennis courts 3 and 4 were significantly damaged by the recent hail storm. Mr. Bundy requested the Board advance reserve funds, designated to resurface the tennis courts in the year 2014, for the purpose of repairing the courts now. Mr. Bundy reported that two bids were received and the recommendation is to use L.E. Renner for the repair. Mr. Bundy report tennis courts 3 and 4 were installed five years ago but have never been resurfaced.

Motion Upon motion duly made and seconded, the Board unanimously approved the Park and Recreation Committee's capital request to repair the tennis courts as presented and not to exceed \$8,500.

C. Emergency Services Vehicle Replacement Policy – Mark Larson
(See Tab #8 of the June, 2012 Board Package.)

Mr. Larson reported that modifications made by the Board regarding the ES Vehicle Replacement Policy during a working session have been sent to the Emergency Services Committee (ESC) for review. The ESC does not meet until next Monday. Mr. Larson reported the LRP&F has approved the policy.

Motion Upon motion duly made and seconded, the Board unanimously approved the Emergency Services Vehicle Replacement Policy subject to the final review and approval by the Emergency Services Committee on Monday, June 18th.

VIII. Information/Direction

A. Gate 2 Gate House – Mark Larson

Mr. Larson reported several months ago the Board stated it would be addressing the issue of a gate house at Gate 2 at the June meeting. Director Jacob reported the Board is still in negotiations with the developer of the R47/49 project and there is nothing new to report.

Mr. Larson reported we are proceeding with getting the iron gates installed at Gate 2 and at Gate 1; the gates have been ordered, the footers have been installed, and once the gates are installed the stone and electrical work will be completed. Mr. Larson reported that at both locations (of the footers) there is a high pressure gas line which caused the holes for the footers to be dug by hand. Mr. Larson reported the same vendor that installed the stone walls in the roundabout will also be doing the stone fabrication at both gates. Mr. Larson reported the project should be completed within the next four weeks. Director Skinner stated that anything done on the gates or the trails at Gate 2 “does not presuppose not having a gate house at Gate 2”.

B. Mountain Pine Beetle Update – Jack Hummel
(See attached handout of slide show presentation)

Resident, and Chair of the Forest Stewardship Committee, Jack Hummel, presented to the Board on the issue of mountain pine beetle within the Village. Mr. Hummel reported of the 180 trees that were removed, most were infested with mountain pine beetle. Mr. Hummel reported that roughly 5% of all beetle trees in the community are on CPHA open space. Mr. Hummel further reported that a dead tree with no pine beetle can be left in place as a “wildlife tree” which provides a natural habitat for birds, squirrels and other wildlife, and can remain indefinitely as long as the tree is not a potential falling hazard.

Mr. Hummel reported the FSC began surveying trees in the Village in late April of this year. They started a “walk-through” campaign and utilized aerial photos to help determine ownership of beetle trees. Mr. Hummel reported that Dave Cooper has been sending out letters accompanied by an aerial photo to homeowners with infected trees. Mr. Hummel reported that so far they have found 35 trees that have beetle.

Mr. Larson reported that efforts to remove dead, beetle infested trees should mitigate the problem, but there is no way of knowing for certain until after the beetle fly in July. Mr. Cooper reported there are beetle infested trees outside the Village but still close enough to affect our trees. Mr. Cooper reported they asked Douglas County to remove the beetle infested trees along I-25 that border the Village, and to help inform those homeowners about the issue. Mr. Cooper stated the County was very responsive to their request but fears they may not have the budget or the ability to enforce the issue with the homeowners.

Mr. Hummel stated it is not too late for homeowners to spray their trees. The Board asked that a notice asking homeowners to spray their trees go out in the next email blast.

X. IMPORTANT MEETING DATES

Mr. Larson reported the July, 2012 Board Meeting will be held in the Castle Pines Homes Association Conference Room located at 688 W Happy Canyon Road, Castle Rock on Friday, July 20, 2012, 7:00 am Executive Session, 8:00 am Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, July 19, 2012 at 7:30 am.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the June Board of Directors Meeting at 9:55 am.

Respectfully Submitted by,

Lisa Goodwin