

**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, July 28, 2016

ATTENDEES: Directors Terry O'Connor, President; Chuck Skinner, Vice President; Len Jacob, Treasurer; 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: Gene Roberts, Tim Ostrowski, Louie Lee, Jim Kelly, and Joyce Paloma.

EXCUSED: Director Linda Battin (Director Battin attended the Executive Session)

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 8:04 a.m.

Mr. Larson reported the auditor would not be able to attend the meeting this morning. The Board decided to postpone the presentation of the audit report until the August Board meeting.

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. JUNE 2016 MEETING MINUTES

(See Tab #1 of the July 2016 Board Package)

Motion

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

IV. FINANCIAL REPORT: June 2016

Mr. Larson presented the June 2016 Financial Report and reported the following:

(See Tab #2 of the July 2016 Board Package)

- The 2015 audit will be presented at the August Board meeting.
- Regarding the Balance Sheet: The Certificate of Deposit at Champion Bank matured on July 16; we have received a check from the bank and will be moving those funds to a new bank (*Agenda Item VII. Action Items, B. Resolution to Establish a Banking Relationship*)
- Regarding the Income and Expense Statement: Design Review Fees will catch up soon; there are currently two new custom homes going through the review process.
- Administrative Labor Expense reflects a variance due to the summer help expense. A landscape helper was hired to assist Karen Young who replaced Karla Estey as the Homes Association flower contractor. The Board wanted to thank Ms. Estey for her service to the community over the last eleven years and asked Mr. Larson to write a letter of appreciation to Ms. Estey, for Director O'Connor's signature.

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

- Gate Maintenance and Repair Expense includes the cost for several gate repairs.
- Vehicle Maintenance and Repair Expense includes the cost for tire replacements.
- Voice Shot was used to send out a message regarding the Metro District's street paving project.

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

- One of our part time Fitness Center employees, Marie Tilton, is out on maternity leave.
- Canyon Club Building Maintenance and Repair Expense includes the cost to change out the concrete curbs in the parking lot; this expense will be moved to a Reserve Account Expense.
- The negative variance in Village Beautification Expense is a timing issue due to expenses incurred for landscaping supplies.

- Landscaping Supplies and Tools Expense reflects the cost to purchase a fertilizer sprayer. The sprayer is placed on the back of the Gator and allows the landscaper to quickly and efficiently spray fertilizer on all of the flower beds.

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

V. HOMEOWNERS REQUEST TO BE HEARD

Resident Tim Ostrowski, of 570 Tolland Drive, appeared before the Board to discuss the I-25 construction/mitigation. Mr. Larson reported he would be discussing this topic during his management report. Mr. Ostrowski agreed to discuss the issue at that time

Resident Louie Lee, of 427 Castle Pines Drive South, appeared before the Board to discuss exterior fencing in the community, and specifically for homes that back up to Daniels Park Road. Mr. Lee stated there are several homes on Good Hope Drive where the community's perimeter fencing goes right up to the property's boundary and that he felt the current three strand wire fence in that area does not reflect the quality of the Village.

Mr. Larson reported the perimeter fencing serves primarily as a delineation of the boundaries of the Village, and is not a true physical barrier. Mr. Lee stated there are several types of fencing in our community and asked the Board to consider developing a policy that would provide for uniformity in exterior fencing standards. Mr. Lee reported that buyers are concerned about the potential hazard of speeding cars on Daniels Park Road coming into their property and the need to have a more substantial exterior fence for those homes that back up to Daniels Park Road.

Director O'Connor stated the Board is currently looking at establishing a uniform fencing standard for the perimeter of the community. Director O'Connor reported there are some areas on Daniels Park Road where fencing options would be subject to wildlife migration activities. Director O'Connor further stated we are never going to be able to build fences that would entirely prevent people from coming in, but rather we can come up with a fencing option that would provide a better demarcation of the property lines for the Village. Director Skinner reported that different areas around the Village may require different types of fencing; for example, the border to the North Meadows Extension project (NME) would most likely have wrought iron fencing, and the area along I-25 could be barbed wire fencing.

Resident Joyce Paloma reiterated that families on Good Hope are concerned that there is a dangerous condition regarding cars traveling along Daniels Park Road. Ms. Paloma suggested there be a fencing standard in place so that prospective buyers

would feel more confident regarding their options for placing a safe and secure fence at the boundary of their property. Mr. Lee reported that residents have told him that a rail fence similar to the fencing along Happy Canyon Road is more than sufficient and is commonly accepted by prospective buyers as a good option. Ms. Paloma stated a fencing standard would enable residents to place new fencing in to help sell their home. The Board stated it is the responsibility of the Homes Association to provide the appropriate perimeter fencing.

Director Jacob reported the priority for fencing at this time is the south side of the community as the North Meadows Extension borders very closely to several property lines. Director O'Connor stated the Board is working on this issue and will provide information to residents soon. The Board thanked the residents for their presentation and reiterated they would be addressing this issue soon.

The Board asked Mr. Larson to present the work that has been completed to date on perimeter fencing at the August Board meeting.

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 July 2016 Board Package*). Mr. Larson reported:

- Mr. Larson spoke with Bob Gobel from the Town of Castle Rock earlier this week and Mr. Gobel has confirmed the Town has agreed to take elevation measurements of the berm along I-25.
- Regarding I-25 noise mitigation, and per last month's Board meeting discussion, a working group was established to investigate potential solutions to the growing noise issue.
- The Working Group includes a resident from the Taylor Morrison development that is also an engineer.
- The Group is planning on setting up a meeting with Art Griffith from Douglas County to request a sound study be done, discuss what if any sound mitigation is possible, and determine some initial costs for possible mitigation.

Mr. Ostrowski stated the opening of the NME will be an important milestone in gauging how much total sound the community will experience from surrounding traffic activity. Mr. Ostrowski added that he does not want to wait until the Promenade shopping center is open before we come up with noise mitigation options. Mr. Ostrowski stated the working group would also like to appeal to Douglas County Commissioner Partridge for assistance on this issue.

Regarding the Happy Canyon Sewer Line construction projection, Mr. Larson reported the following:

- The project is about a month behind for completion.
- The County has agreed to look at possible improvements to control drainage on Happy Canyon Road.
- If the project continues to be delayed, the repaving of the road might not occur until the spring of next year.

Mr. Larson reported the Fourth of July event in the Village was a huge success; we served well over 700 people, and the entertainment and refreshments were enjoyed by all.

Mr. Larson reported he and Chief Plotke went to the Douglas County Board of Commissioners meeting where a first reading was held on a resolution that would (a) limit the number of marijuana plants in a household to 12 plants per household resident, (b) require that the smell of the plants would have to be contained to the home, (c) prohibit the use of certain fuels like propane to dry the plants, and (d) hold a homeowner in violation of the ordinance if traffic to their home becomes a nuisance to the community.

Mr. Larson reported The Infinity development inside of Gate 3 has gone through the Planning Commission and is on the agenda for approval by the County Commissioners at their meeting next week. Once approved by the County, the developer would then have 30 days to record the final plat, at which time they would begin to owe us assessments on those lots.

Mr. Larson reported the monument lighting standard for the new monument sign to be located outside of Gate 2 is currently being reviewed by Douglas County. Mr. Larson reported solar lighting will not be used, and instead we will take power from the nearby light poles in order to light the monument sign.

Mr. Larson reported there will be a re-routing of Lagae Road as part of the upcoming Lagae development project (*see attached of handout of slides*). Mr. Larson reported the section of the road that comes into the Village is slated to be renamed "Lagae Lane". Mr. Larson provided a handout prepared by Director Battin to the Board supporting a proposal to have that piece of Lagae Road renamed to "Happy Jack". Mr. Larson discussed with the Board the history and background for the name "Happy Jack" (*see attached handout*). Mr. Larson reported the naming of the road requires the approval of the City of Castle Pines as they own the road. Ms. Paloma reported that most of the roads in that area are named after mountains, and suggested this road be consistent

with that theme. Mr. Larson reported there are 911 requirements to naming a road and all of the mountain names are already taken.

Director Skinner reported the Tennis Activities Group has asked that the tennis courts be given some more landscaping attention to include weed removal and the addition of more flowers and improved landscaping. Mr. Larson stated he would have the area worked on.

1) Comcast Update

Regarding the Comcast update, Mr. Larson reported the following:

- CPHA's bulk agreement with Comcast ended at midnight, June 30.
- A voice shot and an email notice was sent out yesterday to inform residents of the last scheduled sign up meeting on Wednesday night.
- The meeting was very well attended.
- No service has been turned off for any residents to date.

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

Chief Plotke reported the following:

- ES had nine medical assists and a total of 779 incidents in June.
- Chief Plotke along with Emergency Services Committee member Doug Cooper and Technology Committee member Tim Ostrowski traveled to Los Angeles to visit a community using the gate access program called Dwelling Live.
- A Gate Officer and our Access Control Supervisor resigned in June. Gate Officer Matthew Wortsman, who was honored at last month's Board meeting as the ES Employee of the Quarter, was promoted to the position of Access Control Supervisor.
- There were two fires in the Village: one was a dryer that caught fire, and the second involved landscape lighting that caught some landscaping mulch on fire.
- The "peeping tom" report has been designated for specific attention by the Patrol Officers.

Director Dugan stated that on the Traffic Report for the month of June there is recorded only five hours a week for traffic enforcement activity and that this is unacceptable. Director Dugan also asked why the Chief's Management Report lists a full time Traffic Enforcement Officer on staff, however there is not full time traffic enforcement activity being reported. Director Dugan stated that per last month's request the Board has not been provided a report as to how many guests that are stopped for traffic infractions are

visitors' verses contractors. Director Dugan stated that Mr. Larson and Chief Plotke are doing a terrible job at managing traffic enforcement.

Mr. Larson replied that ES can and will provide more traffic enforcement going forward, and the violation report as requested will be provided to the Board. Mr. Larson reported he spoke to our attorney about the possibility of handling visitors differently than residents in regards to traffic enforcement. Director Dugan stated we are allowing guests that go through stop signs to receive only warnings and this is unacceptable. Director Skinner reported he was pulled over for running a stop sign because he was late getting to the airport and he received excellent customer service from the ES Patrol Officer. Director Dugan stated that if Chief Plotke is reporting we have a full time Traffic Patrol Officer than we need to have more than five hours of traffic enforcement being conducted. Mr. Larson agreed and Chief Plotke stated he would work to provide full time traffic patrol going forward.

C. Metropolitan District Items – Jeff Coufal, District Manager

Regarding Metro District activities, Mr. Coufal reported:

- Metro has surface water rights from Plum Creek and we also have the right to store some water capacity at Chatfield Reservoir.
- Metro is working to determine how much water we are allowed to extract from Plum Creek. Sometime within the next 45 days we will have a definitive report.
- Updates on this water issue will be provided to the Board as soon as there is more information.
- Metro is currently monitoring speed limits on Ramshorn Drive. Metro will then move the speed detection equipment to other locations throughout the community and report back on the results.

VII. ACTION ITEMS

A. Nomination for Membership to the Parks and Recreation Committee

Mr. Larson reported that the Parks and Recreation Committee has forwarded Mr. Notary's biography for consideration as a member of the Committee.

Motion

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

B. Resolution to Establish a Banking Relationship (Email Confirmation)

Mr. Larson reported that a resolution to establish a banking relationship with TCF bank was circulated and voted on by the Board of Directors by e-mail. Mr. Larson stated the e-mails from the Board members (with the exception of Director Skinner) indicating their votes were included in the Board package. Director Dugan questioned that since funds had not yet been invested in TCF bank what was the need to use e-mail for the banking relationship resolution. Mr. Jacob responded that we felt the funds would be available prior to the Board meeting for investment but due to a delay in receiving the funds the money had not yet been invested.

Motion Upon motion duly made and seconded, the Board unanimously confirmed the e-mail vote approving the resolution as presented to establish a banking relationship with TCF Bank. Director Skinner voted to approve in person.

VIII. INFORMATION/DIRECTION

A. North Meadows Extension (NME) Update

Mr. Larson reported the following:

- The NME is scheduled to open near the end of August.
- We will not be installing a berm at the corner of Castle Pines Drive South and Copper Blush because there is not enough space; instead we will install some taller trees for screening at that intersection.
- Next week we will begin staking the trees behind Covelo Drive. The Village Lake Sub Association has agreed to pay for the irrigation required to support those new trees.
- The chain link fence recently installed along several areas of the NME belongs to the Town of Castle Rock therefore we do not have to maintain it.
- For fencing at the border of the NME we have a plan regarding the type of fence to install, but we do not yet have a plan on timing for installation.
- The DRC has determined there are three types of fencing appropriate for the community, the policy regarding approved fencing will not allow residents to enclose their property with fencing, and fencing will only be located on exterior boundary lines.

The Board asked Mr. Larson to present a fencing plan to include types of fencing and possible timing options for the Board to discuss and review at next month's meeting.

B. Village Beautification Update

Mr. Larson reported the following:

- We are maintaining our flowers, taking out dead trees, and replacing a tree in the

roundabout at Gate 3.

- A landscaping plan is being developed as a part of the renovation of Gate 3.
- The Group is also looking at next year's plan with the goal of increasing the number of flowers planted.
- We have received many compliments about our flowers this year.
- We also have a plan to replace or remove bollards throughout the Village.

Director Jacob stated he would like to have an extensive discussion on beautification plans in the Village at next month's Board meeting.

Mr. Kelly stated that the appearance of the Village has been significantly improved due to the enhanced landscaping efforts. Mr. Kelly stated that residents are used to having a change in appearance in November as the landscaping either dies or goes dormant for the winter season. Ms. Paloma reported that Liv Sotheby's has a video on YouTube highlighting the beautiful surroundings of the Village.

Mr. Larson reported the emergency access gate on the south side of the Village is currently being reviewed by Douglas County and the Town of Castle Rock to ensure that it lines up correctly to the NME roadway. Mr. Larson added the entire gate will be on CPHA property; once the engineering has been completed then the grass pavers will be installed.

Regarding the Volunteer Recognition Dinner Mr. Larson reported we have received a proposal from the Country Club, and he will be meeting with the Club's Manager to discuss room rental costs.

IX. IMPORTANT MEETING DATES

Mr. Larson reported the August 2016 Board Meeting will be held on Thursday, August 25, 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, August 24, 2016 at 7:30 a.m.

X. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the July Board of Directors Meeting at 10:30 am.

Respectfully Submitted by,

Lisa Goodwin
Senior Administrator