

**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 26, 2018**

**ATTENDEES:** Directors Len Jacob, President; Chuck Skinner, Treasurer; Doug Cooper, Vice President, and Assistant 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, Compliance Coordinator, Kat Egan, Accountant Carol Tilton, and Senior Administrator, Lisa Goodwin.

**OTHERS PRESENT:** Jeff Coufal, General Manager Castle Pines Metropolitan District. Residents: Jack Vickers, Frank Jacobsen.

**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 6:35 pm.

**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 2018 MEETING MINUTES**

*(See Tab #1 of the July 2018 Board Package)*

**Motion**

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

Director Battin abstained due to having been absent at the June Board meeting.

#### **IV. OFFICER OF THE QUARTER RECOGNITION**

Director Jacob presented Dispatch Officer Brittney Bringas with the Officer of the Quarter award. Director Jacob presented a history of Ms. Bringas' time at the Homes Association and stated that she has provided excellent service to our community. The Board thanked Ms. Bringas for her service.

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

No Homeowners requested to be heard.

#### **VI. ACTION ITEMS**

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

Mr. Larson reported there is one resident seeking approval for Committee Membership. Resident Daniel Olson of 83 Castle Pines Drive North is requesting membership on the Long Range Planning and Finance Committee.

Director Jacob reported that Mr. Olson has indicated that due to his current occupation in financial services he must first gain approval from his company before he can accept membership to the Committee.

#### **Motion**

**After reviewing the qualifications of Daniel Olson, and upon motion duly made and seconded, the Board unanimously approved the appointment of Mr. Olson for membership to the Long-Range Planning and Finance Committee, subject to Mr. Olson's receiving approval from his employer.**

##### **B. Capital Request - Gate 4 Rebuild**

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

- The purpose of the Gate 4 rebuilding project is to improve the appearance and the function of the Gate 4 entrance, improve drainage of the roadway, and improve the landscaping at the entrance to Gate 4.
- This will be a combined CPHA and Metro District project.

- The CPHA will be responsible for construction of the Gate House to include the installation of pavers and stone columns, the removal/replacement of access control equipment, and the removal/replacement of the gate operators and the actual gates themselves.
- The Metro District will do the demolition of the existing Gate House, the removal and replacement of the road surface, and the installation of curb/gutter and concrete flat work.
- The project will be funded through New Capital/Operational Expense (\$244,800) and Reserve Capital Expense (\$35,000).
- There will be a new planter installed on the approach to the Gate House and a new planter placed behind the Gate House.
- By installing pavers instead of asphalt in the entrance and exit it not only improves appearance but also allows for replacement of the gate controller “loops” without having to tear up a large portion of road surface.
- Metro will run a pipe from the Gate House to the gulch which will help improve that area’s appearance.
- The construction proposal came in at \$241,000 with a 3% contingency and a 15% supervision/overhead. We will do a “fixed price/not to exceed” in the actual contract.
- Rocky Mountain Access control will remove and replace all gates and controllers and replace the metal gate controllers.
- SMG will remove and replace all equipment for dwellingLive: cameras and phone/call box access equipment
- Total CPHA project costs are \$279,800.
- Options for the remodel include an upgrade to the gates to include the revised logo and to improve access to the Village shops.

The Board discussed the additional options presented. The Board determined not to upgrade the gates with the revised logo at this time, and instead improve access to the Village shops. Mr. Larson reported the project would start the day after Labor Day and take approximately six weeks to complete.

## **Motion**

**Upon motion duly made and seconded, the Board approved the Gate 4 rebuild project not to exceed \$299,800, pending approval by the Long Range Planning and Finance Committee, and review of the contract by Director Cooper.**

### **C. Revised Open House Policy**

*(See Tab #3 of the July Board packet)*

Regarding the revised Open House Policy, Mr. Larson reported the following:

- Our current Open House Policy allows for a limited-number of open houses each weekend (15 per day). The Policy also creates the opportunity for some of the larger, more established Brokers to control the available slots for open houses; we also charge a fee to the Brokers to hold an open house.
- The proposed modifications include: open houses to be conducted on two Saturdays per month (the first and the third) from 11 am to 4 pm; no limit on the number of open houses allowed; no charge to the brokers; elimination of all signage except for a sign at the open house; and the Gate Officers to provide a Village map and an information packet at entry.

Mr. Jacobsen reported that after conducting round table events with local realtors, the Marketing Committee learned that the two largest brokers in the area are controlling the available open house slots prohibiting the smaller brokers from being able to conduct an open house. Mr. Jacobsen added that it was the Committee's intent to protect the community by not having the gates "open" eight times per month but instead only two times per month.

Mr. Larson reported the last time the Open House policy was modified was in 2016 and that modification included a Broker Access Policy. Mr. Jacobsen reported that we currently have our Gate Officers asking the incoming realtors for their business cards so that we can create a database and start communicating to them directly about the community. Mr. Jacobsen reported we will also have a new brochure about the Village to provide to each realtor that comes to the gate.

The Board discussed the hours allowed for an open house. The Board determined that this will be a trial process to see how it works and to get feedback as to how the policy is working.

Mr. Vickers stated that this issue is extremely important to our community stating we have a unique community and should have a one of a kind value proposition. The buying public utilizes brokers so it is in our best interest to accommodate the brokers' needs in selling homes in the Village. Mr. Vickers requested that we allow open houses on every weekend, except holidays.

The Board discussed the issue of potentially having many visitors driving through the Village on Open House days and how that impacts both gate access and safety concerns. Chief Plotke reported we record the license plate of every car that enters the community. The Board discussed the proposed policy's date and time limitations, and determined to allow open house events from 11 am to 5 pm. Director Cooper stated he would like to provide some small, non-substantive modifications to the language of the policy.

## **Motion**

Upon motion duly made and seconded, the Board accepted the proposed Open House policy modification as presented subject to some wording changes as proposed by Director Cooper, and to change the time of the Open House from 11 am to 5 pm.

### **VII. INFORMATION/DIRECTION**

#### **A. Access Control Update**

Chief Plotke presented several slides (*see attached handout of slides*) and reported the following:

- There were 26,700 more entries through the gates this year to date as compared to the same time last year.
- Gate 1 continues to have the greatest number of entries.
- When Gate 4 is closed for remodeling, ES will staff two people at Gate 2 to help people move through more quickly and to be open on Sundays.

Compliance Coordinator Kat Egan was present before the Board to provide a quarterly update on covenant enforcement activity. Ms. Egan presented several slides (*see attached handout of slides*) and reported the following:

- A total of 255 letters were sent out in the second quarter of 2018.
- The top three violations were trash (overnight, wrong day, and trash container), maintenance of landscaping (dead trees, dead grass, and weeds), and outdoor vehicle storage.
- Overnight trash and open garage door violations are done by ES officers in the evening. A report has been created in dwellingLive to allow Officers to record these violations before the end of their shift. Every day Ms. Egan checks the report for any violations recorded the night before.
- Ms. Egan will be working with the ES officers to detect and report light violations in the evening.

### **VIII. MANAGEMENT/LIAISON REPORTS**

#### **A. Metropolitan District Items – Jeff Coufal, General Manager**

Mr. Coufal reported the following:

- The Metro Board approved paving a section from Lone Tree island to Tournament Drive using the high-density mineral bond that was used throughout the community

during the road improvement work earlier this summer. This section of road will take three days to complete.

- The District is working with the Greens sub association to install a temporary speed table to help with traffic control. The speed table is rubber and will be left there for a couple of weeks to evaluate its effectiveness.
- Several residents have come to the Metropolitan District Board of Directors to complain that the speed tables along Castle Pines Drive South rumble when you drive over them. One of the tables will be removed and replaced with a temporary speed table until a determination can be made on the correct height needed to deter speeding.
- The Village roads will all be striped in mid-August.
- The Metro District's new Board member following the election for one open Board seat is Rick Huser. The Board member appointed yesterday to fill a seat vacated by Bob Tomz is Bill Calhoun.

Mr. Larson reported the proposed date for a combined CPHA and Metro Board meeting of August 29 will work for the CPHA Board.

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

Mr. Larson provided his Management Report and presented several slides (*see Tab #4 of the July Board Package and the attached handout of slides*). Mr. Larson reported the following:

- Regarding last month's discussion on repeat offenders, our attorney has stated we can include a note in our correspondence that the resident is a repeat offender, thereby allowing us to move more quickly to the Enforcement Hearing. The Enforcement Committee can also include in their rulings a provision that the issue will return to enforcement sooner for repeat offenses.
- Regarding last month's discussion on trademarking the logo, resident and trademark attorney Bob Jondle has informed us that we should be able to federally protect our logo.
- Mr. Larson will be on vacation beginning tomorrow and through next week.

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

Rick Plotke, Chief of Emergency Services presented the Emergency Services report. (*See Tab #4 of the July Board Package*).

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

- ES responded to 1139 incidents in June; there were three medical events.

- There were 42,438 entries into the Village using gate transponders and 47,961 visitors processed.
- A Dispatch Officer will be going on maternity leave next month.
- The new alarm letter was signed by Director Jacob and the letter will go out to the community next week.
- There was an increase in traffic patrol activity for the month of June.
- RFID sales to date have been approximately 1,600 tags sold. The Emergency Services Committee is working to create a mobile tag policy.
- The security fence at the north side emergency egress gate that faces the Forest Park development in the City of Castle Pines has been completed. Mr. Larson reported we agreed to move the fence back some, and to put in some additional landscaping to improve the aesthetic view for the four homes that face the fence/gate.
- Regarding the fencing on Daniels Park Road we are currently working to repair the existing fence line.

## **IX. FINANCIAL REPORT: JUNE 2018**

General Manager Mark Larson presented the May 2018 Financial Report and reported the following: *(See Tab #5 of the July 2018 Board Package).*

### Actual/Projected Budget

- We are under budget for total expenses primarily due to ES labor.
- We are projected to run a positive variance for the year.

### Capital Projection

- The restroom remodel at the Fitness Center is deferred until we do the whole building remodel in 2020.

### Balance Sheet:

- We are reinvesting the Denver Credit Union Certificate of Deposit into a 24 - month duration Certificate of Deposit.

### Income Statement:

- We are on budget for Assessments; Custom lots inside Gate 3 are projected to be platted during the fourth quarter.
- The positive variance in Miscellaneous Income is due to a rebate check received from our insurance provider.
- Village Marketing Expense will include the rollout of the logo party expense (next month).
- Regarding the Historical Project, Mr. Gschwendtner will present it to the Board at a future Board meeting.

- Building Maintenance and Repair ~~e~~Expense for the CPHA building is anticipated to come in on budget for the year.
- Emergency Services Labor Cost is projected to be approximately \$75,000 positive for the year due to employee staffing shortages.

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

- Gate M&R continues to need repairs to gate arms, machinery and computer boards.

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

- Regarding RFID Expense, the account reflects the cost of inventory (versus a capital expense).
- Village Lake Operating Expense, FFE reflects the cost for major repairs at the building.
- Community Operations Expense is running a slight negative variance in trash removal.
- The Summit Club is anticipated to be on budget for the year; Building Maintenance and Repair ~~expense~~ includes the expense to fix fire pit and grill
- The movie night event which was added to this year's event calendar cost approximately \$2,500.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to accept the June 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:

- Provide Director Cooper with the contract for the Gate 4 remodel.
- Work with Director Cooper on the Open House Policy.
- Arrange a meeting with the City of Castle Pines City Manager.

## **XI. IMPORTANT MEETING DATES**

Mr. Larson reported the August 2018 Board Meeting will be a morning meeting to be held on August 23, 2018 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 combined Metro District/CPHA Board meeting will be held on August 29.

The next Castle Pines Metropolitan District Board meeting will be held on August 29.

The Metro District picnic will be held on August 18 at the Canyon Club playing fields.

## **XII. ADJOURNMENT**

### **Motion**

**Upon motion duly made and seconded, the Board unanimously approved to adjourn the July Board of Directors meeting at 9:35 pm.**

Respectfully Submitted by,

Lisa Goodwin  
Senior Administrator