

**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, August 24, 2017**

**ATTENDEES:** Directors Terry O'Connor, President; Linda Battin, Secretary; Len Jacob, Treasurer. Present from the CPHA staff: General Manager Mark Larson, Director of Emergency Services Rick Plotke, Accountant Carol Tilton, and Senior Administrator Lisa Goodwin.

**OTHERS PRESENT:** Castle Pines Metropolitan District Manager Jeff Coufal and Administrator Carolyn Frainier; Seasonal Landscaper Karen Young; Residents: Craig Sundquist, Joe Gschwendtner, Gary Kirschke, and Summer Buzby.

**EXCUSED:** Directors Doug Cooper and Chuck Skinner.

**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 8:03 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. JULY 2017 MEETING MINUTES**

*(See Tab #1 of the August 2017 Board Package)*

**Motion**

Upon motion duly made and seconded, the Board approved the July 2017 Board of Director meeting minutes with corrections as noted.

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

Resident Summer Buzby of 440 Saxon Place was present before the Board to discuss the issue of recycling totes in the Village. Ms. Buzby provided a proposal to the Board (*see attached handout*), and reported that our current green, square recycling bins from Waste Management do not allow for enough recycling to be put out, and as a result many residents are placing their recycling out in a variety of containers that is both aesthetically unappealing and conducive to attracting wildlife. Ms. Buzby reported the following information regarding recycling:

- Wildlife experts report that all trash and recycling should be in a covered container to prevent wildlife from getting into it.
- It is not aesthetically pleasing to have residents place cardboard boxes and white plastic bags out for recycling.
- There is a variety of different colored recycling bins currently being used throughout the community.
- There is only one driver on the recycling truck and he must get out and individually dump every box and bin into the truck; if we allow recycling totes (which are automatically lifted into the truck) the recycling can be picked up faster throughout the community.
- One rolling toter holds five times more recycling than the smaller green bin.
- To keep recycling from flying around the community, residents are stacking filled bins on top of cardboard boxes and plastic bags, but this creates an ugly appearance on the curb and a soggy, wet mess for the recycling driver to pick up.

Mr. Larson replied with the following information:

- Waste Management does have the capability to pick up recycling totes.
- In our agreement with Waste Management we agreed to store the recycling bins here in our garage and provide two per home for new residents.
- If we are going to allow for recycling totes to be used, then Waste Management will have to deliver them directly to the homes as they are too big to store in the Homes Association building.
- This issue has come up repeatedly in the past, and the determination of previous Boards was to keep the current program for trash and recycling pickup.

Director Battin stated that by using totes for trash it would look like trash day every day of the week in our community, however for recycling the pickup is only two times a month. The Board agreed that it is worth following up with Waste Management to learn more about the possibility of moving towards using the recycling totes.

Director O'Connor thanked Ms. Buzby for coming in to present this issue and stated there is a lesser impact on the community with recycling totes than with trash totes. Mr. Larson reported he would research the issue and provide more information at the September Board meeting.

Resident Gary Kirschke of 493 Tolland Drive was present before the Board to discuss the issue of the depression of the berm that borders I-25. Mr. Larson reported this issue is on the agenda and will be discussed later in the meeting. Mr. Kirschke agreed to participate in the discussion at that time.

## **V. KAREN YOUNG RECOGNITION**

Director O'Connor presented a thank you basket to Ms. Young on behalf of the Board of Directors and the community to recognize her excellent work in landscaping/flower beds throughout the Village. Mr. Coufal stated that Ms. Young has done a phenomenal job with the beds that she maintains for the Metro District as well.

## **V. ACTION ITEMS**

No action items were present before the Board.

## **VI. INFORMATION/DIRECTION**

### **A. I-25 Berm Project**

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

- There is a berm that runs along I-25 that starts near Saxon Place and goes all the way to the new Castle Rock Parkway interchange. Along the length of the berm there is a significant depression that creates a sight line to the highway for residents that live near the berm.
- There was a significant tree located in that depression area that has since died; the tree was cut down by CDOT but the stump was left in place.
- There is the potential for water drainage through that depression from I-25 to the homes on Tolland Drive.
- The Board of Directors asked Mr. Larson to research the possibility of filling the area where the berm is lower to the height of the berms on either side of the depression.
- A proposal has been prepared by Goodbee and Associates INC for \$5,180.00 to determine property boundaries, topography and drainage of the area. This initial

report would allow the Homes Association to determine the scope of the possible project.

- To complete a plan detail to submit to the Colorado Division of Transportation (CDOT) the proposal from Goodbee and Associates INC is \$14,180.
- Mr. Larson requested Board of Directors approval to complete the data collection process at a cost not to exceed \$5,000.00.

Director Jacob stated that we do not have the budget for the work and questioned the need to do the data collection work if we cannot afford to do the actual work. Mr. Coufal reported the actual cost for berming can be just as much or more than the cost to put up a sound wall. Director Battin asked Mr. Coufal if the Metro District could determine if there is the potential for a drainage problem because of the depression.

Mr. Kirschke reported that he was not originally aware there were two separate phases in the I-25 project, and that this depression area was outside of the scope of the original project. Director Battin reported that the Town of Castle Rock was only required to build the berms in that area back up to their preconstruction height. Mr. Larson stated that the data collection process would allow us to see what the exact scope of the project would be, and would also determine if CDOT will even allow us to do the work. Mr. Coufal reported he can have the District's engineers look at the area and determine the complexity of the project. The Board of Directors asked Mr. Larson to work with the Metro District and report back to the Board with more information.

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

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

Mr. Coufal reported the following:

- The Metro District continues to negotiate with property owners for the installation of sand storage and water storage tanks near the Metro District, in lieu of the Summit Club option.
- The water meter upgrade project is scheduled to begin soon and the Metro District will work with the CPHA to provide communication to the Village.

Director Jacob reported he has received many positive comments regarding this summer's road resurfacing work in the community. Mr. Coufal reported that inside Gate 3 a different surface was used called micro seal which has created a slightly rougher surface than cape sealing.

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

Mark Larson, General Manager of the Castle Pines Homes Association presented the Manager's Report, (*See Tab #2 of the August 2017 Board Package*).

Regarding the renaming of Lagae Lane, Director Battin reported the following:

- She began working with the City of Castle Pines to consider renaming Lagae Lane from the intersection of Lagae Road to where it intersects with Country Club Parkway inside the Village. The renaming of this roadway would help alleviate confusion when drivers are driving toward the Village.
- The City of Castle Pines agreed to rename this section of roadway Chase Lane.

Resident Joe Gschwendtner appeared before the Board to discuss the issue of obtaining financial support from the Homes Association for providing historical landmark markers in locations where historical events occurred and at locations of historical significance.

Mr. Gschwendtner provided an overview of his project and reported that he would ultimately like to see the Chase Cabin rebuilt as a historical landmark and potential repository for historical information for the surrounding community. The remains of the Chase homestead and cabin are located on property outside Castle Pines Village on Happy Canyon Road. Mr. Gschwendtner proposed that we put in historical landmark "poles" throughout the community that would designate the historical areas – each post would cost approximately \$300.00 installed. Mr. Gschwendtner reported that historical records show that pioneers, consolidators and speculators came into this area.

Director O'Connor asked how many of the signposts would be in our community and how many would be placed on private property. Mr. Gschwendtner replied that none of the posts would be placed on private property, only on CPHA and Metro District owned property. Director Battin asked if the history of the International Golf Tournament and the senior Mr. Vicker's founding work for this community would also be included in the project. Director O'Connor stated that since we are missing two Board members we are not prepared to decide on this request today; in addition, the Board would be interested in supporting only those markers that are within our community.

Mr. Larson reported the following concerning the Douglas County project on Happy Canyon Road:

- The County will soon begin work to improve the roadside ditches along Happy Canyon Road from the roundabout at Gate 1 and 2 and I-25.
- The project will begin in September and be completed in late October.

- Once we have a more definitive work schedule from the County we will report it to the community in our weekly email newsletter.

Director Jacob asked that we work to get the posts and the fence that are on Vickers' residential properties on Happy Canyon Road removed, and to remove the wire fence just off of I-25 on Happy Canyon Road. Director Jacob stated that this fence looks aesthetically unappealing.

Mr. Larson reported our new Compliance Coordinator has been successfully working throughout the community in dealing with a variety of covenant enforcement issues. Now that Chief Plotke is back in the office we are working on creating an efficient process to manage the division of responsibilities between the Compliance Coordinator and the Emergency Services Officers regarding covenant issues.

Mr. Larson further reported the following:

- The next Coffee with the Managers event will be held on Monday, September 18.
- The meeting with the Sub Associations will be held in October and Mr. Larson will email the Board with several proposed dates.

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

Rick Plotke, Director of Emergency Services, presented the Emergency Services report. *(See Tab #2 of the August 2017 Board Package).*

Chief Plotke reported the following:

- ES responded to 728 incidents in July with nine medical events.
- There were 112,383 gate entries including 42,226 guests.
- Our full-time staff was down by five officers; since then we have hired another Patrol Officer, promoted a Gate Officer to patrol, and hired a Dispatcher.
- Regarding "gate hits" on the activities report – up until this month we have been reporting only those incidents that created damage. The Emergency Services Committee (ESC) has requested that we report all gate hits regardless of whether there was damage. As a percentage of the total number of entries into the community, the total number of gate hits is not an entirely unrealistic number. We are also working with the Communications Committee and the ESC to create gate signs that help drivers become more aware of safe entry through the gates.
- Trespassing includes two gate runners and a solicitor.
- Parking violations are up due to summer parties.

Director O'Connor asked if the Traffic report provided in the packet is necessary going forward. Chief Plotke assured that we are regularly and consistently conducting traffic

enforcement throughout the community. Director Jacob asked if residents should be encouraged to report a license plate number of a vehicle speeding, or otherwise not complying with our traffic safety rules. Chief Plotke replied that he would not encourage residents to ever chase a speeder to get the license plate number, but if they did obtain the number they could report it to ES and we could contact the resident.

## **VIII. FINANCIAL REPORT: JULY 2017**

Mr. Larson presented the June 2017 Financial Report and reported the following:  
(See Tab #3 of the August 2017 Board Package).

### Actual/Projected Budget

- We are projected to be approximately \$77,000.00 positive for the year, but this number will be offset by a negative variance in total revenue that should put us at approximately \$66,000.00 positive for the year.

### Capital Budget:

- The expense to purchase picnic tables for the pavilion was not budgeted for in the original project.

Mr. Larson reported the Oktoberfest event will be moved this year from the Coldwell Banker Realty office on Happy Canyon Road to the new Pavilion at the Canyon Club. Director Jacob thanked Chief Plotke for having ES Officers shuttle guests from the parking lot to the Metro Picnic tent via a golf cart. Mr. Larson reported that new gate sign boxes are being built with an additional one to be placed at the Pavilion.

### Balance Sheet:

- We will be reinvesting a recently closed out CD at the Credit Union that was approved at the July Board meeting.

### Income Statement:

- Regarding the negative variance in custom lots, there are five lots that have still not been platted.
- Regarding fines, and the large fine on the homeowner with the construction issue – the fine is not increasing and we have the legal action to obtain a settlement on that fine.
- Regarding both Administrative and Emergency Services Labor Expenses: in July we paid out all sick time to employees that was accrued but not used.
- Regarding trash expense: we have increased the number of dumpster pickups at the Homes Association building.

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

- Gate M&R expense includes loop and operator repairs. Director Jacob asked that this issue be on the agenda for discussion at next month's Long Range Planning and Finance Committee.
- Vehicle M&R expense includes tire replacements for some of the patrol vehicles.
- We will be replacing two of the cell phones for the Patrol Officers and installing a new mobile application that will track officer location.

Mr. Larson continued the Financial Report, and reported the following:

- Village Lake Operating Expense includes the cost to gradually change out the existing lights (as they fail) to more efficient LED lighting.
- Pool Chemical and Supplies Expense and Pool Maintenance Expense should be done for the year.
- Events Expense will be approximately \$5,000.00 over budget for the year due to the increased attendance at our events.
- Village Beautification Expense reflects a timing issue.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to accept the July 2017 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:

1. Set up a working session on August 27 for the 2018 budget discussion.
2. Contact Waste Management regarding the use of totes for recycling.
3. Contact Jack Vickers about removing the fencing on Happy Canyon Road.
4. Include a review of the Gate M&R expenses at the next LRP&F meeting.
5. Set up meeting with sub associations, send proposed dates to Board.

#### **IX. IMPORTANT MEETING DATES**

Mr. Larson reported the September 2017 Board Meeting will be held on Thursday, September 28, 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 Wednesday, September 27, 2017 at 7:00 a.m.

The combined CPHA/Metro District Board meeting will be held after the CPHA board meeting on September 28.

**X. ADJOURNMENT**

**Motion**

Upon motion duly made and seconded, the Board unanimously approved to adjourn the August Board of Directors Meeting at 10:20 am

Respectfully Submitted by,

Lisa Goodwin  
Senior Administrator

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