

**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, September 21, 2012**

**ATTENDEES:** Directors Al Dugan, President; Linda Battin, Vice President; 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, CPHA Accountant Carol Tilton and Administrator Lisa Goodwin.

**OTHERS PRESENT:** Sean Owens from Douglas County; residents: Don Somsy, Kris Henry, Jim Kelly, Marilyn Peters, Craig Sundquist.

**EXCUSED:** N/A

**MEETING AGENDA:** See attached.

**I. EXECUTIVE SESSION**

The Board of Directors met in executive session and discussed legal 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 September, 2012 Board Package)*

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

**VI. FINANCIAL REPORT – Director Jacob**

*(See Tab #2 of the September, 2012 Board Package)*

Regarding the Capital Budget, Director Skinner noted only \$140,000 of the \$160,000 allocated to new trails has been spent. Mr. Larson reported the wall has not been completed (on the trail located across from the Kimball property) as it would put us over budget; other options are being explored.

Director Skinner stated the Parks and Recreation Committee did an excellent job managing the Village Lake Fitness Center facility, spending only \$20,000 of the \$70,000 allotted, by carefully evaluating the cardio equipment and deferring replacements where possible. Director Skinner reported a new, larger waterslide at the Canyon Club will cost approximately \$29,000; replacing the existing slide will cost approximately \$15,000. Director Dugan expressed a safety concern regarding a larger set of stairs on a slide. Director Skinner added there would be no stairs on the larger slide as sliders would walk across the berm to go down the slide.

Director Jacob presented the August, 2012 Financial Report.

- Regarding the Balance Sheet, a CD scheduled to mature in April of 2013 was redeemed early for cash purposes – the penalties were not significant.
- Projections for Uncollected Revenue for the year remain at approximately \$140,000 to \$150,000.
- Administrative Operating Expense includes the attorney’s fees for the current legal case.
- Administrative Labor Expense is anticipated to be \$11,000 negative to budget for the year, primarily due to increased hours for our DRC consultant, Greg Cook, and increased hours for our two Landscape Technicians over the summer.
- Emergency Services Labor Expense is anticipated to be \$21,900 positive for the year due to elimination of the HSS security contract.
- Emergency Services Operating Expense, Equipment Maintenance and Repair Expense include the cost to purchase a new hand held gate unit and for Gate 3 repairs.
- VLFC expenses are \$19,000 negative and includes the cost for pool chemicals.
- Community Operating Expense continues to be \$48,500 positive due to cable TV.
- Parks and Recreation is \$1,000 over budget. Director Skinner thanked the Board for their approval of this added expense in support of the Oktoberfest event.
- Total expenses are anticipated to be \$22,700 positive for the year.

Director Jacob reported the Long Range Planning and Finance Committee has begun the budgeting process for 2013 with the budget to be presented to the Board in November for ratification.

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

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

Resident Jim Kelly of 5179 Le Duc Lane appeared before the Board to discuss several topics. Mr. Kelly asked the Board the status of the large “foundation” hole that can be seen off of Castle Pines Drive South in the Chateau Ridge neighborhood. Mr. Larson reported the Homes Association has given the builder 30 days to either get the foundation in or fill the hole back in; the builder has stated they are ready to put in the foundation.

Mr. Kelly asked the Board if the design standards for new home construction in the Village were modified for the new Richmond Homes. Mr. Larson reported the DRC approved the plans as they met the requirements of elevation for the front of the home. Mr. Kelly stated the back of the homes are designed as a 3-story walkout. Mr. Larson responded there are a number of homes in the Village with the same design. Mr. Larson added that no variance was given to the builder regarding those homes, and the DRC felt they were compatible with the CPHA's Design Guide. Mr. Larson reported that once installed, landscaping will make the back of those homes less visible.

Mr. Kelly reported the Richmond Homes' construction people have been leaving out ladders over the weekend, posing a potential safety hazard for children. Mr. Larson stated he would talk to them about cleaning up their work site every day.

Mr. Kelly asked the Board about plans for sound mitigation from the new highway. Director Battin responded the Board is working with the Town of Castle Rock to mitigate the visual impact of the highway as it borders the Village. Douglas County Engineer, Sean Owens, reported that federal law only requires noise mitigation for the first floor of the first house nearest the highway.

Resident Kris Henry of 440 Saxon Place appeared before the Board to ask about the progress of the Gate 2 gate house. The Board stated there are currently no plans and no time line for the construction of a Gate 2 gate house. The Board stated this was discussed at length at the July Board meeting.

Ms. Henry asked if there was someone driving around looking for violations. Chief Grant responded that ES patrol officers do look for and report garbage violations. Ms. Henry stated there are several residents who do not have the correct mail box. Mr. Larson responded the Homes Association has not been enforcing correct mailbox numbers, adding the correct mailboxes and numbers are available for sale at our office. The Board requested an article on this subject be included in the Village Reporter newsletter.

Ms. Henry asked about speed enforcement inside of Gate 2. Chief Grant responded ES is patrolling the area frequently and the Metro District continues to look at options for mitigating speed.

Ms. Henry reported that numerous trees and scrub oak were removed from behind her home for the purpose of fire mitigation. Ms. Henry stated this has resulted in increased noise and light from bordering I-25 highway. Ms. Henry stated the Chair of the Forest Stewardship Committee (FSC) told her the trees would not be replaced because of budget issues. The Board stated the issue has not been brought to us by the FSC. Mr. Larson reported we will look at this area when it comes time to relocate the trees removed from the R47/49 development – however, this will not occur until sometime next year.

## **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 September, 2012 Board Package)*

Douglas County Engineer, Sean Owens, was present to provide an update on the train whistle issue. *(For previous discussion on this issue see the August, 2012 Board Packet, VII. Management Report, Item A. "Manager's Report".)*

Mr. Owens reported the following:

- UP is not providing their cost estimates as required by the PUC to complete the application for the quiet zone. The County has indicated they will submit anyway, using a cost estimate derived from UP's website, with the intention of allowing the judicial process to decide the issue.
- Construction on the crossings affected is most likely going to start in the spring of 2013.

Mr. Larson reported the DRC met on Wednesday – a new, custom home on Silverleaf was presented.

Director Battin asked who can do an eblast after hours or on the weekend, and when Mr. Larson is on vacation. Mr. Larson responded he could do an emergency eblast while on vacation. Mr. Larson reported Lisa Goodwin is working with the Metro District to supply them with an eblast list too. Director Dugan stated that Director Battin should also be a backup and asked that she too receive the eblast list.

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

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

Chief Grant reported:

- There were 528 incidents in the month of August.
- There were quite a few wildlife calls particularly regarding bear sightings. The policy of the Colorado State Wildlife Division regarding bears is that they are left alone unless they become aggressive.
- Rattlesnakes sightings have also been reported. The ES officers have been equipped with "snake sticks" for safe snake removal/relocation.
- Violations for traffic infractions have increased 25% over the same period last year.
- Parking violations continue to occur and ES is actively monitoring.
- QuickPass reported 11,000 more entries for August than July with Gate 5 having the largest increase in visitors.

**C. Metropolitan District Items** – Paul Dannels, District Manager

Mr. Dannels, District Manager for the Castle Pines Metropolitan District, was absent due to being out of town at a water district conference

**VII. ACTION ITEMS**

**A. Parks and Recreation Committee Member Nominations** – Director Chuck Skinner

(See Tab #4 of the September, 2012 Board Package)

Director Skinner reported there were five candidates applying for three open positions on the Parks and Recreation Committee. After reviewing the candidates the Parks and Recreation Committee forwarded Wendy Ingraham, Lisa Voss, and Nan Wesselink for the Boards consideration to become members of the Parks and Recreation Committee.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to accept the nominations of residents Wendy Ingraham, Lisa Voss and Nan Wesselink to the Parks and Recreation Committee.

**B. Multi Purpose Playing Field Use** – Director Chuck Skinner

Director Skinner reported the Canyon Club playing field is a multi-use field that can accommodate many different team sports. However, there were complaints last season from nearby residents that the football team practices were exceedingly loud so the Parks and Recreation Committee decided to move football practice to the Summit Club playing field. This year there are three football teams requesting to use Village playing fields for practice and due to playing field availability the team with the youngest players were placed on the Canyon Club field. The surrounding neighbors renewed their complaints regarding the noise from the football team practice.

Director Skinner reported the Chair of the Parks and Recreation Committee, Vic Pluto, met with the neighbors and followed up with a letter from the Committee stating the policy to mitigate the noise on the playing fields. The residents disagreed with the policy.

Director Skinner reported it is the policy beginning next season that there will no longer be football teams practicing at the Canyon Club playing field as these teams will only be allowed to practice at the Summit Club. In addition, all teams must cease practice by 7:30 pm. Director Skinner reported they would notify the residents of this policy. Mr. Larson reported that he along with Chuck and Vic would meet with resident Al Notary to explain the modification in policy for next year.

**C. Access Control Transponder Fees** – Mark Larson, General Manager

*(See attached handout of slide show presentation)*

Mr. Larson reported approximately 750 transponders are sold per year at a price of \$35 each which includes a 14% markup to cover the cost of labor for sales, installation and database management. Mr. Larson continued that between the initial sales to all residents and yearly sales thereafter, we have depleted our inventory of the initial 6,000 transponders that were purchased three years ago. Mr. Larson reported the cost per transponder has since increased since our initial purchase thereby requiring an increase of sales price to \$40 each. Mr. Larson recommended the CPHA purchase 1,000 transponders (along with sleeves and batteries) at the beginning of next year for a total cost of \$34,775.

Director O'Connor asked if ES monitors the occurrence of transponders being taken out of one car and used in another. Chief Grant responded ES does monitor this and is able to identify the offenders who are then contacted to inform them the transponder will be turned off if the appropriate paperwork is not completed.

Mr. Larson reported many transponders are kept by residents and not turned back in to ES after they move, but once a resident has moved from the Village their transponder is deactivated and the new property owner must come in and purchase new transponders. Chief Grant reported that resident employees (nanny's, house aids, etc.) with transponders can only enter the gates on the side of the Village where they are employed.

The Board approved the purchase of 1,000 additional transponders, sleeves and batteries and an increase in the sale price of transponders to \$40 beginning Jan 1, 2013.

## **VIII. Information/Direction**

**A. Emergency Services “Safety, Security, Service” Discussion** – Craig Sundquist, Chair of the Emergency Services Committee.  
(See attached handout of slide show presentation)

Mr. Sundquist reported that from the meeting recently held by the Board with representatives from the Committees to discuss their plans for 2013, it was determined that there needs to be more clarity on what the vision of ES is for the future as the Village grows. Mr. Sundquist reported ES officers are spending increasing amounts of time in responding to calls and less time on customer service issues.

Mr. Sundquist presented to the Board a presentation to include bulleted points under each of the categories, safety, security and service. Director Dugan stated perhaps they should utilize a scale to determine priorities within the list, and then determine separately which of the activities require the most time and attention. Director Jacob stated that the covenant enforcement process needs attention as ES does not always view this as their activity.

The Board requested that Director Jacob work with Mr. Sundquist further on this issue. Resident Kris Henry suggested that the services provided by ES be highlighted to the

community in a more positive way. The Board agreed and suggested a regular feature entitled "How Emergency Services Serves You" be included in the weekly email blast.

#### **X. IMPORTANT MEETING DATES**

Mr. Larson reported the September, 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, October 19, 2012, 7:00 am Executive Session, 8:00 am Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, September 27, 2012 at 7:30 am.

The December Board meeting has been moved to December 14<sup>th</sup>. The Long Range Planning and Finance Committee meeting for October has been moved to October 8<sup>th</sup>, and the meeting for December has been moved to December 10<sup>th</sup>. The Parks and Recreation Committee meeting in December has been moved to December 11<sup>th</sup>.

#### **XI. ADJOURNMENT**

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

Respectfully Submitted by,

Lisa Goodwin