

**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, September 22, 2016**

**ATTENDEES:** Directors Terry O'Connor, President; Chuck Skinner, Vice President; Len Jacob, Treasurer; Linda Battin, Secretary; Al Dugan, Director. Present from the CPHA staff: General Manager Mark Larson, Accountant Carol Tilton, and Senior Administrator Lisa Goodwin. Emergency Services Officers: Sergeant Dan Robinson and Patrol Officer Kat Egan.

**OTHERS PRESENT:** Residents: Gene Roberts, Vic Pluto, Jim Kelly, Doug Cooper, Mike and Janet Sennett, Brian Hebbard, Susan Barnhill, Ron Gilliam and Ron and Grace Covington.

**EXCUSED:** N/A

**MEETING AGENDA:** See attached.

**EXECUTIVE SESSION:** The Board of Directors met in an executive session prior to the Board meeting and discussed legal and personnel issues.

**I. CALL TO ORDER / MODIFICATION OF AGENDA**

The general meeting was called to order at 8:05 a.m.

**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. AUGUST 2016 MEETING MINUTES**

*(See Tab #1 of the September 2016 Board Package)*

**Motion**

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

#### **IV. FINANCIAL REPORT: AUGUST 2016**

Mr. Larson presented the August 2016 Financial Report and reported the following:  
(See Tab #2 of the September 2016 Board Package)

- Regarding the actual/projected budget, the adjustment in revenue for the year is to accommodate Comcast revenue that we will continue to receive for the year.
- Regarding the Balance Sheet, Total Reserve Funds, the Certificate of Deposit (CD) at Northstar Bank that recently came due was reinvested at that bank.
- Regarding the Income and Expense Statement, the Design Review Committee is starting to catch up to budget as several new homes have come before the Committee.
- Community Signage includes the cost for new signs at the tennis courts.
- Postage Expense is a timing issue and will come in on budget for the year.
- Contingency Expense includes the cost for the white CPV logo folders that will be used to hold promotional material about the Village. It was determined to move this expense under the Printing Expense line item.
- Regarding the negative variance under Building Operating Expense, it was determined to review a history of our operating expenses, compare these expenses to similar size buildings/organizations, and to budget accordingly for next year.
- Emergency Services Operating Expense, Gate Maintenance and Repair Expense includes recent repairs made to the loops at the gates.
- Community Operating Expense, Utilities Expense reflects increased costs for watering due to how dry it was over the summer.
- Canyon Club Operations Expense, Equipment M&R Expense: includes the cost to repair the slide, as the slide is no longer under warranty. Additional expenses under this line item include the repair/improvement costs to the Canyon Club building's electrical capacity for the purpose of providing adequate electrical needs for community events at the facility.
- The Events budget will be over budget by approximately \$3,000.00 for the year due to increased attendance.
- North Meadows Interchange Expense includes the cost to install trees for screening.

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

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

Residents Mike and Janet Sennett of 5079 Castle Pines Drive South were present before the Board and stated they have recently moved to the community and they are very impressed with how the community is managed. Mr. and Mrs. Sennett thanked the Board for the opportunity to be heard. The Board welcomed Mr. and Mrs. Sennett to the community and thanked them for their input.

## **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 2016 Board Package*).

Mr. Larson reported Lisa Goodwin, CPHA Administrator and Craig Sundquist, Chair of the Communications Committee, have been attending the Committee meetings last month and this month in order to personally invite all of the CPHA's volunteers to the upcoming Volunteer Recognition Dinner on October 23<sup>rd</sup> at Cielo at Castle Pines.

Resident and Chair of the Parks and Recreation Committee (PRC), Vic Pluto, presented before the Board on the issue of providing dog waste removal service for the 11 Mutt Mitt stations throughout the community. Mr. Pluto handed out a location map of the Mutt Mitt stations in the Village, a sample of the Mutt Mitt bags and a brief overview of the approximate costs for adding a receptacle to the stations and to hire the waste removal service. Mr. Pluto reported the following:

- The Parks and Recreation Committee in looking at other nearby communities with dog waste bag stations, these communities provide the waste can and the removal service.
- There will be a one-time cost to install a waste container at each station. The posts at many of the stations also need to be painted to match the receptacle and to help refresh their appearance.
- The waste removal companies charge per container and frequency; the companies being considered will also replace the bags.
- The Parks and Recreation Committee recommends starting the removal service at one time per week and then evaluating the needed frequency after several months of service.
- This service would be promoted through the email blast and the Village Reporter.
- The Committee anticipates the need to add more stations in the community as the population of dogs has increased.

The Board discussed the addition of more Mutt Mitt stations, the location of the stations and the benefits to having a waste removal service. Director Battin stated the station by her house is not convenient to those that are walking the trail on the other side of the road, and the addition of a waste disposal can may impact a resident in the Greens sub association. Director Battin added that all of the Mutt Mitt stations should be evaluated for their proximity to homes. Director Dugan stated we want to put a station where people are most frequently walking the trails. Mr. Larson reported that when we originally installed the Mutt Mitt stations, the Board at that time only wanted a small number of stations throughout the community. Director Dugan stated we need to install another station near the northern portion of the Village where trails have been added.

The Board accepted the PRC's program for the waste removal service as presented and stated this will be a valued addition to the community. The Board requested the PRC include the costs for this service in their budget for next year.

### **Emergency Services Officer of the Quarter**

Director O'Connor reported Patrol Officer Kat Egan has been designated as the Emergency Services Officer of the Quarter. Director O'Connor reported that Officer Egan moved to the United States in 2003 from the United Kingdom. Officer Egan has two children and when she joined us earlier this year, she already held her EMT certification. She is also the newest member of the ES Bike Patrol. Director O'Connor reported that Officer Egan enjoys the people she works with and the residents she interacts with, and because of her dedication and superlative attitude she is being awarded this designation. Director O'Connor presented her with a certificate of appreciation and a gift card. The Board thanked Officer Egan for her excellent service to the community.

Mr. Larson continued his Management Report and reported the following:

- The Forest Stewardship Committee (FSC) is working on completing this season's spraying of noxious weeds in the community. The spray being used is environmentally friendly. After the spraying is done the Metro District will conduct additional mowing.
- The Wildlife Committee's Elk Rut event at the Cherokee Ranch and Castle is next month and is completely filled for attendance.

*Due to another commitment Director Dugan left the Board meeting at 9:00 am.*

- Regarding the home on Lorroway Drive where the tenant/resident is growing and drying marijuana plants, the neighboring residents have filed several complaints regarding the smell of the plants, at each complaint an ES Officer and/or Mr. Larson have gone to the home but has not experienced any smell emanating from the

home. The resident/tenant and the neighboring residents plan to be in attendance at the October Enforcement Committee hearing to discuss the violation. The Homes Association has notified the homeowner that the garage must be used for its intended purpose, landscaping issues need to be resolved, and the odor must cease. Follow up visits by Mr. Larson and/or Emergency Services Officers have verified that the resident/tenant is using the garage for parking, the landscape issues have been resolved, and no smell has been present.

- The Metro District is moving forward with the installation of the water tank under the Summit Club playing field. They have completed their budget for next year and they have started work for the new pavilion, including re-routing irrigation lines. Both the parking lot and the new pavilion project should begin next month.
- Regarding the Happy Canyon Sewer Line project, the contractor will be working near Gates 1 and 2 for the next several weeks. They will also begin work near the turn lane into the Village Shopping Center. Following this they will begin the pipe installation at the top of Happy Canyon Road.

**B. Emergency Services (ES) Report** – Mark Larson, General Manager, presented the Emergency Services report. (*See Tab #3 of the September 2016 Board Package.*)

Mr. Larson reported the following:

- ES had 10 medical assists, and a total of 693 incidents for the month of August.
- A Patrol Officer was promoted to Sergeant and a new Dispatch Officer was hired.
- Regarding the “sprayed with mace” incident: a child was playing with a canister of Bear spray and accidentally sprayed himself; an officer assisted in helping to hose the child off with water.

**C. Metropolitan District Items – Jeff Coufal, District Manager**

Mr. Coufal was absent from the meeting due to a Metro District meeting being held in Keystone. Regarding Metro District activities, Mr. Larson provided an update during his Management Report.

## **VII. ACTION ITEMS**

**A. Capital Request for Radar Trailer**

Mr. Larson reported the following:

- The Capital Request presented is for the purchase of a new speed cart at a cost of \$8,105.00.

- ES will continue to use the old radar trailer while it continues to work, however it is 13 years old and is beginning to have difficulty in holding a battery charge.
- The new speed cart will provide more information than the old one.
- The purchase would be a New Capital Expense and the item is also included in the current reserve fund report.
- The Capital Request will be amended to reflect the expense from New Capital and not from Reserve Funding.

## **Motion**

**Upon motion duly made and seconded, the Board unanimously approved the Capital Request as presented of \$8,105.00 from New Capital funding for the purpose of replacing the old speed cart with a new radar trailer.**

### **B. Resolution for Outside Burning Rules Modification**

Resident and ESC Committee member Doug Cooper reported the following:

- Spark arrestors must be included on all wood burning devices.
- The ESC added a sentence in the resolution to cover existing as well as new devices.
- The resolution states that if the device produces a flame and is not permitted within the resolution, then the device is not permitted within the Village – this would include chimineas, tiki torches, etc. Director Skinner recommended we include an abbreviated list of commonly used items that are not allowed. Mr. Cooper replied that the problem in providing a list is that if a resident sees that their item is not on the list they may think that it is okay to use.
- Unless it is fired by natural gas or propane, the device is not allowed.

The Board stated the draft resolution will go out in Friday’s email blast for resident input and comment.

## **Motion**

**Upon motion duly made and seconded, the Board unanimously approved the wording of the resolution as presented and to be submitted to the Community for comment in the next Village Weekly email newsletter.**

### **C. Nomination to the Communications Committee (2)**

Mr. Larson reported there are two residents seeking membership to the Communications Committee.

The Board discussed wanting to receive more comprehensive and detailed resumes prior to accepting a nomination. The Board discussed having Committee nominees come before the Board during Executive Session, and to also have a discussion about

the candidate prior to approval during open session. The Board stated they would like to receive a resume that includes the resident's background, relevant information and what their experience has been that lends itself to the relevancy of their appointment to the Committee.

**Motion** Upon motion duly made and seconded, the Board unanimously approved the nominations of Joyce Paloma and Susan Clifford for membership to the Communications Committee.

## **VIII. INFORMATION/DIRECTION**

### **A. North Meadows Extension (NME) Update**

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

- The NME has officially opened, traffic is moving across the roadway, and the County continues to do the final work needed.
- Regarding the berm along I-25, residents have expressed concern about restoring the berm to its pre-construction height. Bob Gobel from the Town of Castle Rock reported that after evaluating the berm a wall was needed on the outside in order to maintain a 3 to 1 slope; this slope will also allow landscaping to grow on the berm. The Town discovered that the south end of the berm is about a foot and a half higher than it was before construction, and the north end is about 2 feet shorter. Mr. Goble verified that the northern portion of the berm will be returned to its preconstruction as part of the punch list process with the project.
- Regarding the request for a berm on the south side of the Village behind Covelo Drive, we will begin to berm there and add new trees, in conjunction with Village Lake Sub Association, in order to help screen the entrance and exit ramps.
- A large number of trees have been planted along Castle Pines Drive South with the intent of screening the intersection at Santa Fe and Castle Rock Parkway.
- To date we have put in a total of 78 trees for mitigation. We are budgeted to install up to 200 trees.

*Due to another commitment Director Battin left the Board meeting at 10:10 am*

- Where the berm on the outside and the berm inside the Village do not presently connect, our plan is to connect those berms at the same time that we do the berm work around Covelo.

Resident Ron Covington asked the Board if they would be willing to allow residents to participate in the project to increase the berm, in particular where the "pinch point" berm

is located. Mr. Covington suggested we could leave the berm at its height and add trees. Resident Susan Barnhill asked about the elevation of the roadway being viewed at street level, and stated that residents on Ten Mile Place are in need of light mitigation.

Mr. Larson reported the following:

- We have elevated the berm height at the corner to deal with visual mitigation.
- We are meeting with residents in the area to discuss options for lighting mitigation. Trees placed in strategic locations will help with this issue.
- Now that the road is officially open we can make the appropriate modifications to our plan as needed.
- Traffic lights are currently being installed at the intersection near the apartment community so we are now looking at options for screening in that area.
- Increasing the berm height would require retaining walls, instead we are installing 24 foot trees on that berm.
- The light poles along the road way will have a gooseneck shape that will cause the light to shine down and illuminate the roadway. Mr. Larson stated he will ask Mr. Gobel about painting the light poles a darker color so they are less noticeable.
- Regarding the pinch point of the berms our goal is to connect the project's berm and our berm and then place trees on top of that (just outside of the Covington's home). In the distance there is going to be three story high apartment buildings – 10 feet per floor and the roof line on top of that to create a 50-60 foot high building.

Regarding the history of the project and the CPHA's involvement to date, Mr. Larson reported the following:

- The NME project started with a bond levy by the Town of Castle Rock in 2005.
- The CPHA Board worked to move the roadway from its current location to Atrium Drive. There were numerous meetings to try and make this happen and we fought it for 5 years.
- In 2010, the Environment Assessment was completed and a record of decision was presented – two road locations were approved for the project, Atrium Drive and Castlegate Drive.
- The Town of Castle Rock already owned most of the right away at Castle Gate Drive so it was determined that this would be the location for the NME.
- Since 2010 we have been working on mitigation. The CPHA received money from Douglas County and the Town to achieve this work – part of the funds came from the condemnation process and part from the CPHA for a total of approximately \$1 million dollars.
- We also were able to get the 13 acres to be rezoned from commercial to a conservation easement and then designated as open space.

- On that open space the County approved a half-mile unpaved nature trail not to be located within 100 feet of the boundary of the village.
- We were also successful in getting the roadway to go under I-25 instead of over it. If it went over I-25, it would have destroyed the view for the residents at the end of Tolland drive.

Mr. Larson reported the fence line installation along the roadway is preliminarily planned for next spring and before the new apartments are occupied. Where the terrain becomes too rugged we will keep the barbed wire fencing. Mrs. Barnhill thanked Mr. Larson and the Board for their work on this issue and for their flexibility in accommodating the resident concerns.

Mr. Sennett reported he spoke with Glenn from Pineco who told him of his difficulties in getting his rig into the area to plant trees causing delays in getting the trees planted. Mr. Sennett asked the Board if there is a way to find Glenn some help or to increase his profit margin so he has more incentive to get the trees installed in a more timely fashion.

Regarding Mr. Sennett's question and reporting on the issue of the emergency exit gate in that location, Mr. Larson responded:

- If Pineco needs to get up those ramps to install the trees we can help him do this.
- The emergency exit will be done next month and will be made of grass block.
- The exit road will be 2 cars wide – approximately 22 feet wide.
- It will be several years before the exit road becomes invisible as it is not irrigated.
- The gate will be on the inside of the community and not the outside but we are looking at putting up no entrance/no trespassing signs.

## **B. 2017 Homes Association Budget Timeline**

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

- In September, there will be a discussion with all of the operating committees, including the Long Range Planning and Finance committee (LRP&F), and CPHA staff, to formulate the draft budget.
- In October, the draft budget will be presented back to the Operating Committees and the LRP&F for approval.
- In November, the Board of Directors will review the draft budget in a working session and then adopt the 2017 Homes Association budget at the monthly Board meeting.
- The first draft of the Reserve Study was received earlier this week; some review is needed to confirm the numbers. Funds are adequate for Village requirements.

The Board discussed the importance of generating a report on what the Village will look like at build out to include: how many homes there will be, what additional amenities would be needed, and what additional trails are need.

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

Mr. Larson reported the October 2016 Board Meeting will be held on Thursday, October 27, 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 Board agreed to move the November Board meeting from November 18 to November 16.

The next Castle Pines Metropolitan District Board meeting will be held on Wednesday, October 26, 2016 at 7:30 a.m.

#### **X. ADJOURNMENT**

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved to adjourn the August Board of Directors Meeting at 10:50 am.**

Respectfully Submitted by,

Lisa Goodwin  
Senior Administrator