

**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 24, 2015

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

OTHERS PRESENT: Jeff Coufal, Interim Metro District Manager; Residents: Gene Roberts and Pam Kelly.

EXCUSED: N/A

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 8:03 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.

IV. MINUTES

(See Tab #1 of the September 2015 Board Package)

Motion

Upon motion duly made and seconded, the Board approved the August 2015 Board of Director meeting minutes with corrections as noted.

V. FINANCIAL REPORT: August 2015

Mr. Larson presented the August 2015 Financial Report and reported the following:
(See Tab #2 of the September 2015 Board Package)

- Regarding the Balance Sheet: Two Certificates of Deposit (CD's) are coming due over the next two months. The Long Range Planning and Finance Committee (LRP&F) recommends reinvesting the CD that comes due on October 21 into a 7 month duration CD at Bellco Credit Union. The other CD is recommended to be reinvested into a 6 month CD with Royal Bank of Canada (RBC). A resolution to establish a banking relationship with Bellco Credit Union was presented for the Board's consideration.

Motion Upon motion duly made and seconded, the Board unanimously approved the resolution to establish a banking relationship with Bellco Credit Union.

- The security fees for the Country Club have been paid. The remaining snow removal receivable is soon to be resolved.
- Regarding the Income Statement: Custom Lots continues to reflect a zero variance as the one lot that was approved to merge with another lot has not yet happened.
- The positive variance under Alternative Lots includes the additional lots that were recently sold in a tax sale.
- DRC fees include the fees received for several custom homes that have completed the review process.
- Administrative Labor Expense continues to reflect the expense for summer labor help. Summer labor expenses will discontinue in October.
- Emergency Services Payroll Expense was discussed in depth at the Board's working session yesterday to develop the 2016 budget. This expense category will continue as projected through the end of the year.
- Gate 2 operation expenditures will begin in October.
- Village Lake Fitness Center, Labor Expense includes the recent addition of two, part-time employees who are job sharing the position.
- Village Lake Fitness Center, Operating Expense includes the cost to repair the parking lot lights.
- Community Operations Expense is on budget; we are waiting to receive a check from Comcast based on the current agreement.
- Landscape and Maintenance Expense reflects a variance due to a timing issue, however the category is on budget for the year.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the August 2015 Financial Report as presented.

VI. HOMEOWNERS REQUEST TO BE HEARD

Resident Gene Roberts, 5082 Hidden Pond Place, was present before the Board to discuss the issue of prairie dogs. Mr. Roberts reported there are a number of prairie dogs living near his home, and at the “pinch point” where the boundary of the 13 acre parcel (created by the North Meadows Extension project) is closest to the Village. Mr. Roberts added the prairie dogs on the 13 acre parcel were eradicated by the Town of Castle Rock to facilitate the North Meadows Extension construction, however there remains a large number of prairie dogs that were not eradicated by the Town because their habitat extends to within the Village boundaries. Mr. Roberts asked the Board to eliminate these prairie dogs that are currently living on CPHA open space to prevent them from spreading onto private property. The Board thanked Mr. Roberts for his comments.

VII. 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 2015 Board Package*).

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

- The Gate Two construction project is ahead of schedule. The gate is scheduled to reopen on October 5 for resident transponder traffic only. The staffed guard house will be open for operation on Monday, October 26.
- Per resident request at the August Board meeting, the outside ringer of the Village Lake Fitness Center alarm has been disabled.

B. Emergency Services (ES) Report – Rick Plotke, Chief of Emergency Services presented the Emergency Services report. (*See Tab #3 of the September 2015 Board Package.*)

Chief Plotke introduced three Emergency Services Officers who recently completed their Emergency Medical Technician (EMT) program and successfully passed the National exam for EMT certification. Officers Huddleston, Moore and Christy were recognized by the Board for their accomplishment and were presented a framed certificate of appreciation and their EMT certification pins. Chief Plotke was also recognized by the Board for successfully completing the EMT certification process.

Director Dugan asked Chief Plotke about the response times reported for last month’s medical assists. Chief Plotke reported the following:

- The response time for a medical assist is influenced by the EMT's location within the Village at the time of the call. Not all of the ES officers in patrol cars are EMT certified. The addition of these three new EMT's to ES patrol this will help facilitate shorter response times.
- There is a certification below EMT called Emergency Responders – they can do everything EMT's do but they cannot provide medications. ES is exploring this option for patrol officers who are not EMT certified and are not interested in obtaining EMT certification.
- All Emergency Services Officers regardless of their position are CPR certified.

The Board asked Castle Pines Metropolitan District Interim Manager, Jeff Coufal if the Metro District has a policy suggesting or requiring an EMT certified employee(s) on staff. Mr. Coufal reported there is no requirement or policy as such, however the Metro staff is provided with CPR training, and they also have an AED device in their building. Director O'Connor suggested Mr. Coufal discuss with the CPMD Board the possibility of having one or two EMT's on staff.

Regarding the ES monthly report for August, Mr. Plotke reported the following:

- The Traffic Officer role will be shared by all the patrol officers so that traffic patrol can be conducted during all three shifts.
- All ES officers recently completed an on-line Incident Command program – to learn how the incident command system works so we can effectively communicate with local, state and national responders in the event of a forest fire, mass casualty or similar event that would occur in the Village.
- All ES officers will soon be taking a hazardous awareness class online – to learn how to read the placards on the side of vehicles or trains so they are aware of potential hazardous situations.
- The Chief further reported that he met with the South Metro Fire Department to review the community's fire evacuation plan. Minor revisions are being made to the plan as a result of that meeting.

Director Dugan on behalf of the Board thanked Mr. Plotke and all of the ES patrol and staff for their efforts at deterring bicycle trespassing activities. Director Dugan stated that there have been fewer incidents since E.S. has made a concerted effort to deter bicycle trespassing.

C. Castle Pines Metropolitan District (CPMD) Items – Jeff Coufal, Interim District Manager.

Regarding Metro District activities, Mr. Coufal reported the following.

- Since the joint Board meeting last week there have been some updates regarding projected development within the community: the Commercial 3 property is going to be developed, the CPMD Board reviewed and approved the Founders Parcel (8 properties to be developed there), and the CPMD recently reviewed conceptual drawings for the residential development of the property west of the Metro District. Half of that open space has been platted and the developer has indicated the homes there will be very similar to the Toll Brothers development. He does not yet know the proposed density plan for that property.
- He met with the CPHA/Metro District's Beautification Group. It was determined from the discussion that there are various areas for improvement within the community including the control of noxious weeds, standardizing road signage, reducing the number of roadside delineators, and general roadside appearance.
- The CPMD plans to do the following: (1) increase their budget for weed elimination next year, (2) standardize all of the signs in the Village by next year, and (3) assist in developing a 5 year plan for beautification.
- The CPMD is developing a 3, 4 and 5 year plan for the resurfacing of the roads in the Village. Once those plans are completed the Metro District Board of Directors and staff will evaluate and implement the most cost effective and reasonable plan. The recent Cape seal treatment that was tested inside Gate One will be part of any plan going forward.

VII. ACTION ITEMS

A. Nominations to the Forest Stewardship Committee

Mr. Larson reported the Forest Stewardship Committee will be addressing the issue of noxious weeds in the next several months. The Committee's goal is to develop a plan to address noxious weeds on Village Open Space, Metro drainage areas and individual properties. Mr. Larson stated that the Committee has forwarded two residents for the Board consideration for membership to the Committee.

Motion Upon motion duly made and seconded, the Board unanimously approved the nominations of residents Dave Cooper and Sam Mersfelder to be members of the Forest Stewardship Committee.

B. Nominations to the Wildlife Committee

Mr. Larson stated that the Wildlife Committee has forwarded two residents for the Board consideration for membership to the Committee.

Motion

Upon motion duly made and seconded, the Board unanimously approved the nominations of residents Doug Drbal and Sue Kiernan to be members of the Wildlife Committee.

IX. INFORMATION/DIRECTION

A. North Meadows Extension Update

Mr. Larson updated the Board on the progress of the North Meadows Extension:

- He met with Art Griffith from Douglas County and discussed the mitigation efforts to be funded by Douglas County. The berms have been constructed on the 13 acre parcel on the southern border of the Village.
- Trees will be installed on the berms in the Spring. He met with area residents and the Chair of the DRC to discuss the number of trees to be installed and their location on the berms. A plan will be developed to place the trees in locations that will be most advantageous for the Village.
- The berms will be irrigated by a water truck. There are currently no irrigation lines on that property. Mr. Coufal stated he will assist in finding out if nearby fire hydrants can be used for the irrigation.
- The County will soon begin construction on our portion of the wall at Castlegate and Santa Fe. The wall will have minimal visibility from inside the Village and will allow the berm in that location to be higher, and with the number of trees we will be installing, the wall should not be visible from the inside of the community.
- Due to the Promenade development the Town of Castle Rock is moving forward to pave all 4 lanes of the new road from Santa Fe to I-25.

B. Emergency Services Bicycle Patrol

Chief Plotke reported the following:

- The bicycle patrol was created in May of this year. Several officers were provided with a 3 day training class on bicycle patrol. One officer left soon after completing the training class.

- Now that ES has added 3 new EMT's we can now staff the bike patrol effectively and without compromising the road patrol. Bike patrol can get into areas of the Village that we cannot access with a patrol car.

Director Dugan had several concerns regarding the bicycle patrol:

- We are taking our resources and deploying them in an area where they might not be very effective. Officers on bicycles will not encounter emergencies or be able to respond to them as effectively as Officers on patrol in vehicles.
- Since bicycle patrol is physically demanding, Officers that attend the training class should be certified that they are physically capable to do bike patrol.
- There are significant recurring costs (such as uniforms) that were not originally anticipated when this program began.

Chief Plotke responded as follows:

- If an Officer does not pass the training class they cannot be on bike patrol.
- The training class is physically demanding. The people currently on the bikes are all in great shape and he has confidence that they can perform this duty.
- Bike patrol will spend time on the trails on weekends when they are the busiest.
- Patrolmen on bicycles create good "PR" for ES.
- Bike Patrol can lead the fourth of July parade and attend all outdoor Village events.

Chief Plotke requested from the Board that the bike patrol be extended as a pilot program into next year too so we can better evaluate the program's effectiveness.

Director Dugan asked Chief Plotke for this year's costs and what is budgeted for next year.

IX. IMPORTANT MEETING DATES

Mr. Larson reported the October 2015 Board Meeting will be held on Thursday, October 22, 2015 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, October 28, 2015 at 8:30 a.m.

Board packages for the October meeting will be delivered on Monday, October 19.

X. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the September Board of Directors Meeting at 10:05 am.

Respectfully Submitted by,

Lisa Goodwin
Senior Administrator