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, October 11, 2013

ATTENDEES: Directors Linda Battin, President; Terry O'Connor, Vice President; Len Jacob, Treasurer; Chuck Skinner, Secretary. Present from the CPHA staff: General Manager Mark Larson, Chief of Emergency Services Drew Grant, and Administrator Lisa Goodwin.

OTHERS PRESENT: Jon Gray, Metropolitan District Engineer; Residents Gene Roberts, Jack Hummel and Dave Cooper.

EXCUSED: Director Al Dugan

MEETING AGENDA: See attached.

I. EXECUTIVE SESSION

The Board of Directors met in executive session and discussed legal and personnel issues.

II. CALL TO ORDER / MODIFICATION OF AGENDA

The general meeting was called to order at 8:05 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 October 2013 Board Package)

Motion **Upon motion duly made and seconded, the Board approved the September 2013 Board of Director meeting minutes as presented.**

VI. FINANCIAL REPORT – Director Jacob
(*See Tab #2 of the October 2013 Board Package)*

Director Jacob presented the September 2013 Financial Report.

- There were no changes to the Capital Budget/Expenditures since last month.
- Regarding the Income Statement, expenses are on or under budget and our cash position is positive going into the end of the year.
- Administrative Labor Expense is anticipated to be $30,000 positive for the year.
- Emergency Services Labor Expense is anticipated to come in on budget.
- Emergency Services Operating Expense includes the expense to replace a gas water heater at Gate 3, and replace several lights at Gate 1.
- QuickPass Installation Expense includes the cost to replace a camera at the Canyon Club.
- Village Communications Expense will be positive at year end due to the deferral of the Recognition Dinner.

Per the Board's request at the September meeting, Mr. Larson presented a slide (see attached board slides) detailing Accounts Receivable from 2008 through September 2013 to include a cumulative, running total. The Board stated that residents would be very interested in seeing Mr. Larson's report on Accounts Receivable as it reflects the fact that residents are "highly compliant" with dues assessments.

Motion **Upon motion duly made and seconded, the Board unanimously approved to accept the September 2013 Financial Report as presented.**

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

No Homeowners requested to be heard.

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 October 2013 Board Package*)

Mr. Larson reported he spoke with Douglas County Engineer Sean Owens regarding the implementation of the Quiet Zone. The 60-day comment period for the intent to establish a Quiet Zone expired in October, and the only comments the County received were from Union Pacific (UP). Mr. Owens told Mr. Larson the required signage for the Quiet Zone has been ordered and UP will also need to tie the wayside horns into their system for the Quiet Zone to go into effect. Mr. Owens further reported to Mr. Larson that the County is planning for the Quiet Zone to start by the end of the year however he added it may not occur until the beginning of next year.

Director Skinner reported the Parks and Recreation Committee, per the request from resident Don Somsky, is exploring adding a rowing machine along with the new suite of

equipment that will be purchased for the Village Lake Fitness Center. Director Skinner added that the Parks and Recreation Committee will present their plan to the Board in November.

Mr. Larson reported to the Board on the issue of landscaping at 332 Ovida. Mr. Larson reported he contacted the homeowner regarding their failure to begin the required landscaping work, and to date there continues to be no work done to improve the conditions. Mr. Larson reported this issue would be added to the Enforcement Committee's November agenda.

Mr. Larson reported the berm at Gate 3 has been seeded and blanketed.

Mr. Larson reported he met with representatives from Taylor Morrison regarding the grading work they are doing to prevent runoff. When the final grading is done the pond will be gone. Mr. Larson reported Taylor Morrison has not yet begun construction of their first model home. Mr. Larson reported our design standards do not allow for three-story views of the back of a home. Taylor Morrison has a two-story model with a walkout basement however there are only about five of these home models out of their total 52 planned homes. Mr. Larson reported Taylor Morrison is working with the Design Review Committee to increase the aesthetic profile of those five homes.

Mr. Larson reported Emergency Services will be holding their annual pancake breakfast on Saturday, October 26th from 8 am to 11 am in the community room and lower level of the CPHA building.

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

Chief Grant presented the Emergency Services report. (*See Tab #3 of the October 2013 Board Package.)*

Chief Grant reported:

- There were four medical assists in September.
- Regarding staffing, one officer left for a job with the El Paso County Sheriff's office. ES is looking to hire a gate officer as one of the gate officers will be moved into a patrol position.
- ES patrol officers participated in a safety driving course and an enforcement skills course.
- ES officers issued 17 Notice of Violations for traffic infractions in September.

C. Castle Pines Metropolitan District (CPMD) Items – Paul Dannels, District General Manager and Jon Gray, District Engineer.

Mr. Dannels reported the CPMD spent approximately $300,000 dollars on drainage repair work within the Village. Mr. Dannels also reported there was a $125 million reduction in the total assessed valuation of homes in our community resulting in reduced tax revenue for the CPMD.

Mr. Gray discussed with the Board the two new traffic circles on Castle Pines Drive South. Mr. Gray stated traffic circles are designed and operate differently from roundabouts. Mr. Gray reported the following:

- The traffic circles are designed for a 15 mph driving speed.
- Curb and gutter will be added at the Orofino circle to help reduce traffic speed.
- Trees have been ordered to be planted in the middle of each traffic circle with the intention of creating a site distance block to help reduce traffic speed.
- Completion of the circles was delayed due to rain and the Metro District continues to work on the aesthetics of both circles.
- A "landing pad", pedestrian crossing, and signage will be installed for the trail coming down to the circle; flashing lights might also be included.

The Board discussed how to best inform residents on how to navigate through the traffic circles. The Board concluded that residents should be aware of the importance of following the circle and not "short-cutting" it.

Mr. Gray reported the CPMD has concerns regarding the drainage on Filing 38 near the intersection in front of the R47/49 development. Mr. Gray reported there used to be a flood pond there and when the filing was constructed the CPMD required they also include a second pond on the flood plain in order to protect the homes in that area that are "downstream". Mr. Gray reported there is less than a 1% chance per year that a 100-year storm will occur. Mr. Gray reported the CPMD designs the community's storm sewers for high intensity, high duration storms such as the 100-year storm. Mr. Gray reported CPMD's work on the pond near R47/49 should reduce or potentially eliminate water running behind the homes on the flood plain should we experience another 100-year level storm.

VII. ACTION ITEMS

A. Speeding Presumptive Fines Resolution – Mark Larson
(See Tab #4 of the October 2013 Board Package. For previous discussion on this issue please see the September 2013 Board Packet, IX. Action Items, Item B.)

The Board stated they were proud of the community's attention towards and input on this issue. Director Battin reported the Board was in the process of reviewing all comments and will make modifications to the resolution's wording based upon these comments. Director Battin reported this issue would be deferred to the November Board meeting for approval of the re-wording, and would then be sent out again to the community for final comment.

B. Selection of Time/Location for the 2014 Annual Meeting of the Members

Mr. Larson recommended that the Annual Meeting of the Members be held on Monday, March 10, 2014 at Cielo at Castle Pines.

Motion **Upon motion duly made and seconded, the Board unanimously approved the date**

of March 10, 2014, at Cielo at Castle Pines, for the Annual Meeting of the Members.

C. Election of Nominating Committee for the 2014 Board of Director's Election
(*See attached handout of Board Slides*)

The Board reviewed and discussed the time line for the CPHA election from October 2013 through March 2014. Mr. Larson reported the Annual Meeting packets would be sent out at approximately the same time as the February 2014 issue of the Village Reporter.

Mr. Larson reported in accordance with the governing documents of the Homes Association the Board of Directors is required to appoint a Nominating Committee. The task of the Nominating Committee is to review the qualifications of interested candidates for the open Board position and to make recommendations to the Board of Directors on potential candidates for inclusion on the election ballot. Mr. Larson added that historically the Nominating Committee consists of the Board members whose seats are not up for election.

Mr. Larson reported we must have a quorum of approximately 170 households, to include residents in attendance and residents present by proxy. Mr. Larson reported that the "proxy-by-default" is the Chair of the Nominating Committee unless a proxy is indicated on the proxy form or the resident is in attendance at the Annual Meeting and chooses to withdraw their proxy and instead vote in person.

Motion **Upon motion duly made and seconded, the Board unanimously approved the motion to appoint Directors Len Jacob, Chuck Skinner and Terry O'Connor to the Nominating Committee.**

VIII. Information/Direction

A. Basketball Hoop Issue – Mark Larson
(See Tab #4 of the October 2013 Board Package. For previous discussion on this issue please see the August 2013 Board Packet, V. Homeowner's Request to Be Heard.)

The residents involved were not present for discussion. The Board stated that under the circumstances the homeowner's use of their basketball hoop did not create an unreasonable nuisance to their neighbor.

B. Forest Stewardship Committee (FSC) Update – Jack Hummel, Chairman of Forest Stewardship Committee
(See attached handout of slide show presentation)

Mr. Hummel discussed the FSC's objectives with the Board and reported the following:

- Beetle inspections to include drive-by and walk-through inspections are ongoing.
- The FSC is planning education efforts regarding tree spraying in late spring.

- The FSC will be meeting with the DRC to discuss the development of fire mitigation recommendations for the community.
- IPS beetle attacks have significantly been reduced from 60 in 2011 to 2 known cases in 2013.
- Visual inspections will continue in 2014 in both late spring and early fall.

The Board stated the efforts of the FSC towards the beetle issue is critical to the long term health of the Village, and thanked Mr. Hummel, the committee members of the FSC, Dave Cooper and Mike Bahm for their effort in working to reduce the impact of Mountain Pine Beetle in the Village. Mr. Larson reported residents have been responsive to letters and/or notifications about threatened, dead or dying trees and to date not one resident has gone to the Enforcement Committee on a beetle tree issue.

C. Access Control Update – Mark Larson
(See attached handout of slideshow presentation)

Mr. Larson presented a slide indicating the total traffic for all gates from the period of July through September 2013. Mr. Larson reported these numbers were similar to this same period in 2012.

Mr. Larson presented a slide showing the total entrances by gate and indicated that Gate 5 continues to be the busiest gate within the community.

Chief Grant reported the contractors to R47/49 are being checked in by ES Officer Ken Graham in the morning; Officer Graham is also conducting spot checks of the transponders that have been issued to contractors.

IX. IMPORTANT MEETING DATES

Mr. Larson reported the November 2013 Board Meeting will be held in the Castle Pines Homes Association Conference Room located at 688 W Happy Canyon Road, Castle Rock on Friday, November 22, 2013, 7:00 a.m. Executive Session, 8:00 a.m. Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, November 21, 2013 at 7:30 a.m.

X. ADJOURNMENT

Motion **Upon motion duly made and seconded, the Board unanimously approved to adjourn the October Board of Directors Meeting at 10:23 am.**

Respectfully Submitted by,

Lisa Goodwin