

**Castle Pines Homes Association  
Board of Directors**

*Executive and Regular Meetings*

Castle Pines Homes Association  
688 Happy Canyon Road Castle Rock, CO 80108

**Friday, October 15, 2010**

**ATTENDEES:** Directors Jim Walker, Vice President; Len Jacob, Treasurer; Kim Wagner, Secretary; Dan Roth, Director. Present from the CPHA staff: General Manager Mark Larson, Chief of Emergency Services Drew Grant, Accountant Carol Tilton, Standards Monitor Jo Lewis and Administrator Lisa Goodwin.

**OTHERS PRESENT:** Jon Gray from the Metropolitan District; Residents: Gene Roberts, Don Somsy, Ron Page, Monica Flinner-Ross, Linda Battin, Marti Jones, and Brian Hebbard.

**EXCUSED:** Director Al Dugan, President

**MEETING AGENDA:** See attached.

**I. EXECUTIVE SESSION**

The Board of Directors met in an executive session and discussed legal matters.

**II. CALL TO ORDER**

The general meeting was called to order at 8:03 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**

**Motion** Upon motion duly made and seconded, the Board approved to accept the September 17, 2010 Board of Director meeting minutes with corrections as noted.

**V. FINANCIAL REPORT** – Director Len Jacob, Chairman of the Long Range Planning and Finance Committee.

Director Jacob presented the September Financial Report. (See Tab #2 of the October 2010 Board Package)

Director Jacob reported:

- One million in certificates of deposit are scheduled to come due in the months of November and December and the LRP& F is presently looking for investment opportunities for the excess cash in reserves. Better rates are available at banks that allow only one signatory on the account. The Board designated Director Jacob to be the CPHA representative and signatory for these accounts.
- Accounts Receivable is running on schedule and is projected to come in on budget for the year.
- Administrative Labor Expense is projected to be \$14,000 positive for the year; Administrative Operating Expense reflects the \$5,000 expense for community signage that was not originally in the budget.
- Professional Expenses are projected to come in on budget; this month includes a bill for \$6,900 spent on legal fees to challenge the environment assessment study for the proposed Meadows interchange.
- CPHA Building M&R reflects a quarterly payment for elevator service, and will come in on budget for the end of the year.
- Emergency Services Labor Expense reflects overtime labor expenses due to staffing issues. A gate officer recently resigned, a dispatch officer was out on sick leave, and a patrol officer was on military leave this past month. Overall Emergency Services Labor is projected to have positive variance for the year.
- Equipment M&R under Emergency Services Operating Expense includes the reimbursement from the insurance company of the individual that hit Gate 5 with his car. It also includes expenses for additional minutes purchased for the Reverse 911 service. This line item continues to be projected to come in \$66,000 negative due to the installation and operational expense for QuickPass.
- Operating Expenses for Design Review, the Summit Club, the Village Lake Fitness Center and the Canyon Club are all projected to come in on budget.
- Community Operations Expense is \$72,000 positive as it reflects money allocated to the roundabout project which has been delayed until spring of next year.
- Village Landscaping Expense is projected to be \$64,000 positive for the year.
- Overall, the budget is anticipated to come in \$124,000 positive for the year.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to accept the September 2010 Financial Report as presented.

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

There were no homeowners requesting to be heard by the Board.

## **VII. MANAGEMENT REPORTS**

### **A. Manager's Report** –Mark Larson, General Manager

Mark Larson, General Manager of the Castle Pines Homes Association, presented his Management Report. *(See Tab #3 of the October 2010 Board Package)*

Mr. Larson reported that there were two items presented by a resident for discussion at last month's Board meeting *(See Manager's Report in the September 2010 Board Package)*. The first item involved the installation of an exit-only gate from the Village onto Daniels Park Road. Mr. Larson reported that the Emergency Services Committee reviewed the issue and determined that adding an exit gate onto Daniels Park road was not practical. The Homes Association does not own property that borders Daniels Park Road and to add a gate would require the acquisition of property or securing an easement from property owners. Mr. Larson reported that an existing gate could be powered for emergency exit only if the Board felt that it was important to provide the ability for Emergency Services dispatch to control the gate remotely during an emergency. Director Walker stated that given our past discussions involving access control it does not make sense as a matter of policy to add more gates at this time to our community. Director Jacob added that this gate would be used for both emergency and convenience. Director Roth stated that the added expense to install and maintain an electric gate is unnecessary as long as we can get a patrol officer to the location to manually open the gate if needed to facilitate the evacuation of the Village in an emergency. The Board stated that the gate would pose a control access problem as it could potentially be used for entry. The Board stated that over the years the CPHA has created more access than any other similar, gated community, and as a matter of policy they would not at this time approve the installation of an exit gate to Daniels Park Road.

Mr. Larson reported that the second issue raised was a request that Waste Management pick up recycling weekly, reduce trash pickup to once a week in an effort to increase the Village's participation in recycling, and allow the use of large toters for recycling materials. Mr. Larson reported that due to their current utilization and scheduling of recycling trucks Waste Management stated they would not be able to provide us with weekly recycling pickup; large toters for recycling can be provided at a cost to the residents of \$80 each. The Board stated that they would not approve the use of large toters in the Village.

### **B. Design Review Committee (DRC) Report** – Mark Larson, General Manager

Mr. Larson reported that the DRC continues to meet once a month. The DRC did look at a conceptual, new home this month.

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

Chief Grant presented the Emergency Services report. *(See Tab #3 of the October 2010 Board Package.)*

Chief Grant reported:

- The Annual ES Pancake Breakfast will be held on Saturday, October 30<sup>th</sup> in the Community Room from 8 am to 11 am. This year there will be an omelet bar along with the traditional pancakes, donuts and sausage. Treat bags will be handed out to the kids and Douglas County Sheriff's office and South Metro Fire District have been invited to attend.
- There were five medical assists last month.
- Chief Grant thanked resident Marti Jones, editor of the Village Reporter, for her comprehensive and informative article on QuickPass in the current issue of the Village Reporter, as well as for prominent placement on the front page.
- All residents have been sent a letter on QuickPass providing them with their temporary user ID and password. Several residents have called dispatch unable to log in as they thought the zero in the login was actually the letter "O". A notice on this will go out in the next email blast. Training sessions on how to use the QuickPass website will be held on Wednesday, Thursday and Saturday of next week. Exact times are forthcoming and will be sent out in an email blast notice.
- The Emergency Services Committee is presently considering options on how to provide more convenient access to service providers that enter the Village on a daily basis such as nannies, babysitters, house managers, etc;
- A new patrol officer and a new gate officer were hired this week.

Director Walker asked about the morale and attitude of the ES staff; if they feel their work is important and if they are a happy to be working here. Chief Grant stated that he has received numerous complimentary cards and notices from residents regarding the professionalism and courtesy of the ES staff. Director Walker stated that two to three years ago, prior to Chief Grant working here, there was considerable discontent and low morale among the ES staff, and asked Chief Grant how we might test for morale today. Chief Grant stated that addressing the concerns of the staff was the first priority; improving the quality of the ES equipment was one of the first tasks including the upgrade of the radios, EMT equipment and traffic monitoring devices. Mr. Larson added that it is "night and day from where we were three years ago before Drew was here" and that ES is now a completely different organization under Chief Grant's leadership. Chief Grant stated that it has been a recurring issue of ES staff actively looking to transition to a job at a local police department or fire station while they are employed here. Director Roth commended Chief Grant on all of his efforts to help improve the situation and added that the Board should consider having a discussion with some of the ES staff. The Board stated they would leave it to Chief Grant, the Emergency Services Committee, and Mark Larson to come up with a plan to gauge the morale and satisfaction of the ES staff and to present a report at the next Board meeting.

Mr. Larson presented a PowerPoint presentation entitled "Gate Staffing Hours" (see *handout of slides*)

Mr. Larson reported that per last month's request by the Board, the Emergency Service's Committee has reviewed the issue of gate staffing hours. Resident Brian Hebbard from the Emergency Services Committee reported that the ESC has created a plan to reduce the staffing hours at the gates. Mr. Larson stated that when QuickPass was originally presented the plan was to reduce the hours at Gate 1 to match the hours at Gate 4, however Gate 2 needs an exit arm at a cost of approximately \$10,000, and it would then have to be moved when the roundabouts are installed and the new Gate 1 is built. Mr. Larson reported that the Emergency Services Committee recommends the following changes to the gate staffing hours:

- Gate 1 hours remain 24 hours, 7 days a week
- Gate 2 remains un-staffed
- Gate 3 hours are currently Monday through Saturday, 6:30 am to 7 pm and Sunday un-staffed; the new hours would be Monday through Saturday 6:30 am to 6:30 pm and Sunday remains un-staffed.
- Gate 4 hours are currently 24 hours, 7 days a week; the new hours would be Monday through Sunday 5 am to 1 am.
- Gate 5 hours are currently Monday through Saturday, 6:30 am to 11 pm, and Sunday 9 am to 11 pm; the new hours would be Monday through Saturday, 6:30 am to 9:30 pm and Sunday 8 am to 12 pm.

The Emergency Services Committee recommends that these new gate hours be implemented beginning on Monday, November 8<sup>th</sup>.

**Motion** Upon motion duly made and seconded, the Board approved the changes to the gate staffing hours as recommended by the Emergency Services Committee to become effective on Monday, November 8<sup>th</sup>.

Mr. Larson reported that resident Don Somsy and Sean Owens from Douglas County were in attendance to provide an update on the train whistle issue. Mr. Somsy reported that they had not yet heard back from Washington, D.C. and that Congressman Coffman's office stated that they would not be able to call the Federal Rail Road Authority on their behalf.

Mr. Owens reported that the Federal Railroad Administration (FRA) office in Denver looked at five crossings instead of the original 13 and determined that there would need to be a public crossing at each end of Santa Fe at a cost of approximately \$500,000 each. The FRA in DC however has indicated that we would need only one public crossing at the location of the Plum Creek Wastewater Authority at a cost of approximately \$250,000. The Denver FRA office sent a request for approval of the one crossing to the DC FRA office, and now we are waiting for a decision. Mr. Owens stated that the potential exists to complete this project at a significantly reduced cost.

Mr. Owens reported that the County has received one opposition letter stating they enjoyed the sound of the train whistles. Resident Linda Battin reported that the Castle Pines Connection newsletter in their online "Letters to the Editor" section has a letter from a citizen concerned about safety issues should the quiet zones be installed. Mr.

Owens stated that regardless of a quiet zone, should the train conductor determine that there is a safety issue or hazard at a crossing he or she may still blow the horn.

Resident Ron Page asked if a representative from the CPHA Board could encourage Senator Coffman's office to get involved. Mr. Owens stated that Coffman's office cannot as a matter of policy exert any sort of undue pressure on the FRA. Mr. Owens added that Mr. Somsy's level of "pressure" is far more effective.

Director Roth asked Mr. Owens why the County Commissioners are "inclined to approve a landfill that no one wants" referring to the proposed expansion of the landfill located on Santa Fe Road. Director Roth added that it is a waste of our money to have to fight this. Mr. Owens responded that the Commissioners will not disclose which way they are leaning on an issue before it is actually placed before them for a decision. Director Walker stated that people did not elect to move next to a landfill. Mr. Owens stated that over time property values do not go down when a landfill is placed nearby. Mr. Owens stated that tipping fees are an incentive and the Sedalia group is looking for a source of revenue that they cannot otherwise obtain because they are not a town. Director Walker reported that there are 17 major water sheds in Colorado and one of those is Plum Creek. The waste site is only 1,000 feet from that water shed which feeds the Chatfield Reservoir, and the pad they use on the landfill to keep contaminants from getting into the ground is very thin. Once it leaks there is no stopping it. Mr. Owens agreed and responded that there are several monitoring wells currently in place. Mr. Owens suggested that the CPHA start an email campaign to voice their concerns to the County Commissioners.

## **VIII. ACTION ITEMS**

### **A. Parks and Recreation Capital Request**

Mr. Larson reported that the Parks and Recreation Committee has selected the bid from Healthstyles for the replacement of three treadmills at the Village Lake Fitness Center. Healthstyles will provide us with a credit for the existing treadmills to help bring the cost down. Mr. Larson reported that Healthstyles has provided us with all of our current exercise equipment and we also contract with them for quarterly maintenance. Director Roth stated that the quote does not include the value of the trade-ins and that the brand of treadmills proposed for purchase are unfamiliar to him and not common in health clubs he frequents. Mr. Larson stated that he would obtain this information along with more information on the brands and come back to the Board with a revised request.

### **B. Selection of Annual Meeting Date**

Mr. Larson presented a slide show presentation entitled "Timeline for CPHA Election" (*see handout of slides*).

Mr. Larson reported the current issue of the Village Reporter includes an article on the two Board seats that are up for election at the next Annual Meeting of the Members. The date proposed for the meeting is March 7, 2011 as it does not conflict with any of the local schools' spring breaks. The proposed location is Cielo at Castle Pines – the

same location as last year. Mr. Larson reported that once again the facility is being provided to us at no charge. The Board agreed with the date proposed and asked Mr. Larson to check with Director Dugan to see if the date of March 7<sup>th</sup> is agreeable with him before announcing the date.

## **IX. INFORMATION/DIRECTION**

### **A. Expansion of Santa Fe Landfill**

*Discussed during the Manager's Report*

### **B. Metropolitan District Items – Jon Gray, District Engineer**

Mr. Gray reported they have value engineered the roundabout project and found some ways to save money, but will still need County approval prior to moving forward. Mr. Gray reported they will go out to bid in early February, and plan for construction to begin in May. Mr. Gray added they expect to receive more bids for the project this time around.

Director Walker asked what the status is of the drainage area on Lagae Road. Mr. Gray responded that they have made it functional and are now going to landscape it. They plan to stone the outlet structures, stain the concrete, plant trees and screen the drainage with tall grass and plants. Mr. Gray added that once completed this area will be very nice looking and will become an "amenity" to the surrounding homes. Director Walker reported that several 18 to 20 foot trees will be planted this month along Lagae Road. Mr. Larson added that they will be hand watered over the winter and a drip line will be installed in the spring.

## **X. IMPORTANT MEETING DATES**

Mr. Larson reported that the November 2010 Board Meeting will be held in the Castle Pines Homes Association Conference Room located at 688 Happy Canyon Road, Castle Rock on Friday, November 19, 2010, 7:00 am Executive Session, 8:00 am Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, November 18, 2010.

## **XIII. ADJOURNMENT**

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adjourn the October Board of Directors Meeting at 9:32 am.

Respectfully Submitted by,

Lisa Goodwin  
Administrator