

**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, October 19, 2017

ATTENDEES: Directors Terry O'Connor, President; Chuck Skinner, Vice President; Linda Battin, Secretary; Len Jacob, Treasurer; Doug Cooper, Assistant Treasurer. Present from the CPHA staff: General Manager Mark Larson, Director of Emergency Services Rick Plotke, Accountant Carol Tilton, Compliance Coordinator Kat Egan, Emergency Services Administrator Steve Camino, and Senior Administrator Lisa Goodwin.

OTHERS PRESENT: Castle Pines Metropolitan District Manager Jeff Coufal; Residents: Susan Beane, Summer Stokes, Laurie Brennan, and Craig Sundquist.

EXCUSED: N/A

MEETING AGENDA: See attached.

EXECUTIVE SESSION: The Board of Directors met in an Executive Session and discussed legal and personnel issues.

I. CALL TO ORDER / MODIFICATION OF AGENDA

The general meeting was called to order at 6:33 pm.

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. SEPTEMBER 2017 MEETING MINUTES

(See Tab #1 of the October 2017 Board Package)

Motion

Upon motion duly made and seconded, the Board approved the September 2017 Board of Director meeting minutes with corrections as noted.

IV. EMERGENCY SERVICES OFFICER OF THE QUARTER PRESENTATION

Director O'Connor presented a framed certificate of appreciation to Gate Officer Charmaine McGarrity in recognition for being selected the Emergency Services Officer of the Quarter. The Board thanked Ms. McGarrity for her excellent work and service to the community.

V. HOMEOWNERS REQUEST TO BE HEARD

No Homeowners requested be heard.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mr. Larson reported there were no new nominations to be considered this month.

B. Request for Additional Mitigation Trees

Mr. Larson referenced the e-mails from resident Ron Covington, 5102 Ten Mile Place, requesting additional trees be planted to further mitigate the visual effect of the Castle Pines Parkway from his property.

Director O'Connor asked the Board if there was any motion to be made on this issue. The request was then closed for lack of a motion.

C. Use of Larger Containers for Recycling

Mr. Larson referenced the proposal made by resident Summer Stokes requesting that the Home Association authorize the use of ninety-three gallon recycle containers in the Village (*see tab 3 of October 2017 Board of Director Meeting package*). Mr. Larson also provided a copy of an email sent by resident and Chair of the Design Review Committee, Jim Walker, regarding the use of trash and/or recycling containers in the community (*see attached handout of email*).

Mr. Larson presented several slides (*see attached handout of slides*) and reported the following:

- According to Chapter II, General Rules and Regulations, Paragraph 21 of the Homes Association Rules and Regulation, no plastic containers are to be used for trash pickup. However, the issue of recycling is not referenced in the Rules and Regulations.

- Regardless of the decision to allow or not allow the use of the ninety-three gallon recycling container we will need to have a resolution to address both the process and the container allowed for recycling pickup.
- Waste Management has informed us there will be a \$30 charge per rolling toter should their use be voluntary.
- According to Waste Management, everyone uses the rolling toters Waste Management can then use a special truck that will lift the toter into the truck; however, if there is a mix of containers they cannot use that type of truck. It is important to note, that if Waste Management is using the automated truck, then all recycling must be in a rolling toter to be picked up.

Several residents were in attendance to discuss this issue with the Board. Mrs. Stokes showed the Board several pictures (via a portable drive) on the overhead projector. Mrs. Stokes reported the use of rolling toters is easier, takes up less space in her garage and is less odorous. Mrs. Stokes stated the rolling toters will hold significantly more recyclable material as they are 96 gallons and the two small, recycling bins together are a total of only 40 gallons. Director Cooper stated that residents may purchase additional recycling bins at local home improvement stores if they want to.

Mrs. Stokes showed several pictures of bags, bins, and boxes filled with recycling material and lined up at the edge of the street. Mrs. Stokes stated that allowing the use of recycling toters will have the following advantages:

- Animal Safety
- More aesthetically pleasing
- Reduces smell
- Incentivizes recycling
- Expedites recycling pickup
- Reduces wasted and spoiled recycling
- One rolling toter holds five times more recycling than one green bin.

Ms. Stokes requested the Board allow residents that would like to use recycling toters to be able to do so, continue to use the current recycling bins if they wish to, and should a resident leave a toter or recycling bin out overnight or longer than 16 hours the Homes Association will warn and/or fine the resident appropriately.

The Board stated that they could not decide the issue tonight as Mrs. Stokes' request will require a resolution first be adopted in order to change the Association's rules; this process requires certain steps to be followed including the opportunity for feedback from the community prior to adopting a resolution.

Director Skinner stated the point of Mr. Walker's email is to create a focus group of a variety of residents from the community to better understand the issue, and the focus

group will include the residents here today. Director Battin stated that recycling is important to the community and to this Board, however we also have an appearance issue to consider.

Director Jacob reported the Homes Association spends approximately \$80,000 per year for recycling. Director Jacob stated that regardless of what we decide to do we absolutely need better rules on recycling. Director O'Connor stated we need a wide spectrum of people – different ages, demographics, etc – to gain a wider perspective before a decision is made. The Board directed Mr. Larson to form a focus group to evaluate the issue and report back to Board with a recommendation.

D. Approve Annual Meeting of the Members Date/Location

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

- Our Homes Association governing documents require the Annual Meeting of the Members be held within the first 90 days of the calendar year.
- The date proposed for the meeting is Monday, March 12, 2018 to be held at Cielo at Castle Pines.
- Mr. Larson made a request that we change the format of the event by starting at 6:45 pm with a social event for residents to include a selection of light hors d'oeuvres and beverages. The business meeting will start at 7:30 pm and end at 9:00 pm.
- Mr. Larson further reported that we are improving the quality of the audio visual this year. In previous years we have used a small table top projector to project the presentation onto the wall along with a limited speaker system. As a result, many attendees, depending on how far back they were seated, could not clearly see the presentation or hear the presenters.

The Board agreed with Mark's recommendations for the next Annual Meeting.

E. Appointment of Board Election Nominating Committee

Mr. Larson reported in accordance with the governing documents of the Homes Association, the Board of Directors is required to appoint a Nominating Committee for the Board of Directors election. 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 has consisted of Board members whose seats are not up for election; if the same were to apply this year, the Nominating Committee would include Directors Len Jacob, Doug

Cooper and Linda Battin. Mr. Larson reported there are two Board seats up for election, the seats held by Directors Terry O'Connor and Chuck Skinner.

Motion Upon motion duly made and seconded, the Board unanimously approved the motion to appoint Directors Len Jacob, Doug Cooper and Linda Battin to the Nominating Committee.

VII. INFORMATION/DIRECTION

A. Annual Meeting Timeline

Mr. Larson presented a slide showing the timeline for the CPHA election (*see attached handout of slide*). Mr. Larson reported the following:

- This month, a notice for candidates was placed in the October/November edition of the Village Reporter and in the weekly email blast; a date/location for the meeting has been selected, and the Nominating Committee has been appointed.
- In November, the contract for conducting the election will be awarded.
- In December, candidate information will be received and a meeting of the Nominating Committee will be held.
- In February, the Village Reporter will include an interview of the candidates.
- In February, the Annual Meeting of the Members packets will be mailed.
- In March, we will hold the Annual Meeting of the Members.

The Board asked Mr. Larson to select a date for a "Meet the Candidate" event and then publicize the date extensively throughout the community.

B. Covenant Control Update

Compliance Coordinator Kat Egan was present before the Board to provide a covenant control update. Ms. Egan presented a slide (*see attached handout of slide*) and reported the following:

- A total of 105 letters have been sent, of these 55 were "friendly reminder" letters and nine were Enforcement Hearing letters.
- Response to the friendly reminder letters has been very good in working out compliance issues before entering the enforcement process.
- Making calls to residents and driving around the community personally meeting with residents has been both extremely positive and very effective in resolving compliance issues.

- Friendly reminder letters for trash put out too early, signs and flags posted, and garage doors left open are the most frequently sent letters.

C. Access Control Update

Chief of Emergency Services Rick Plotke presented a slide (*see attached handout of slide*) of gate access year to date, and reported the following:

- dwellingLive can produce a report of total access activity by gate and per month.
- Gate 5 continues to be the busiest of the five gates despite the ongoing construction off of Lagae Road.
- The construction on Happy Canyon Road may have also helped to increase the traffic through Gate 5.

D. Village Communication Vehicles

Mr. Larson reported resident and Chair of the Communications Committee, Craig Sundquist was present to participate in the discussion of how the Homes Association can better communicate.

Mr. Larson presented a PowerPoint slide (*see attached handout of slide*) of a proposed standardized statement to be posted on Nextdoor.com regarding how the Homes Association will communicate information to the community. Mr. Larson reported this proposed statement will be posted repeatedly and periodically on Nextdoor.com. Mr. Larson reported the company we hired to assist in our community awareness activities, Get Found Fast, will be setting up for us a “General Manager” twitter account; this account will be used by both Mr. Larson and Chief Plotke to send out important notices to the community.

Director Battin asked if a notice is tweeted, would it also be sent through other communication vehicles. Mr. Larson reported that Twitter would be another avenue along with our other communication options to provide information to the community. Director Cooper stated that we should include in the statement the direction to contact the Homes Association if there are any questions.

Mr. Larson reported he would also like to have a Manager’s Update Report every other week in the weekly email blast. This report would include local activities and links to local government meeting agendas. Mr. Larson reported Ms. Egan would be assisting him in collecting information about local activities for the report.

Mr. Larson reported the Twitter account would allow for the quick dissemination of time sensitive information. The content would be controlled by Mr. Larson or Chief Plotke –

who may also allow a supervising officer to post a notice during evening/weekend hours.

Director Battin asked if we have the capability to send a text message to the community. Chief Plotke reported that our Reverse911 program can send a message via text to all of the numbers in our system. Mr. Larson stated he will come back to the Board with a text option.

VIII. MANAGEMENT/LIAISON REPORTS

A. Metropolitan District Items – Jeff Coufal

Mr. Coufal reported the meeting with the leadership of the Sub Associations was both productive and informative. Mr. Coufal reported he had no updates from the Metro District to provide to the Board at this time.

B. General Manager – Mark Larson

Mark Larson, General Manager of the Castle Pines Homes Association presented the Manager's Report, (*See Tab #2 of the October 2017 Board Package*).

Mr. Larson reported the following:

- Resident Joe Gschwendtner asked that his initiative regarding the installation of historical markers in the community be scheduled for discussion at the November Board meeting since he is currently out of town.
- The Happy Canyon Road improvement project is almost entirely complete; Douglas County is currently working on seeding and landscaping.
- The new route for Lagae Road is scheduled to be completed by the end of this month.

Director Jacob, on behalf of the Board, thanked Mr. Larson for his hard work regarding mitigation efforts on the south side of the community.

Mr. Larson reported he and Directors O'Connor and Cooper met with Bob Jondle regarding the Trademark issue with Castle Pines Valley.

The Homes Association has been working through an attorney concerning the name Lennar Homes has given to their development on the Lagae property, Castle Pines Valley. The Homes Association has given notice to Lennar Homes that they are violating the trademark the Association has on the use of Castle Pines. The Homes Association legal counsel has provided several alternatives to Lennar Homes for the

naming of the development. Mr. Larson further reported that we are awaiting response from Lennar Homes and more information will be available at a later date on this issue.

C. Emergency Services (ES) Report

Rick Plotke, Director of Emergency Services presented the Emergency Services report. *(See Tab #2 of the October 2017 Board Package).*

Chief Plotke reported the following:

- ES responded to 713 incidents in September with four medical events.
- There were 156,000 gate entries to include 27,000 guests.
- Steve Camino has recently accepted the position of Emergency Services Administrator.
- Vacation checks are now being documented every time the officer goes to the house.

Mrs. Stokes asked if we do employee satisfaction surveys. Chief Plotke responded that we have conducted surveys in the past, and are currently working on the questions to be asked on one now. Director Jacob reported we have historically had the same employee turnover in our officers because we have limited opportunities for promotion within our organization and so people leave for job advancement.

IX. FINANCIAL REPORT: AUGUST 2017

Mr. Larson presented the September 2017 Financial Report and reported the following: *(See Tab #3 of the October 2017 Board Package).*

Actual/Projected Budget

- The projected budget continues as anticipated with no significant changes.

Capital Projection:

- LED lighting is no longer a single project and instead has been incorporated into the operational budget for the Fitness Center. Lights will be replaced with LED lighting as they fail.

Balance Sheet:

- The next Certificate of Deposit to come due will occur in February of next year.

Income Statement:

- Regarding Custom Lot Assessments, five custom lots expected to be platted were not.

- Regarding Alternative Lots, the positive variance is due to lots we didn't anticipate being purchased but were in fact purchased.
- Regarding Administrative Labor Expense, we will run a slight negative variance overall for the year based upon some salary adjustments that were made at the beginning of the year.
- Administrative Operating Expense, Attorneys Fees includes legal fees for an ongoing legal issue that is anticipated to be completed very soon.
- Building M&R Expense and Building Operating Supplies Expense have run negative for the year in operating supplies, and adjustments have been made for next year's budget.
- ES Labor Expenses reflects a positive variance due to our ongoing personnel shortage.

Chief Plotke presented the Financial Report for Emergency Services Operating Expenses, and reported the following:

- Gate M&R expense includes the cost to replace two actuators. This expense account will be budgeted accordingly for next year.
- Vehicle M&R includes brake and strut repair for one of the patrol vehicles.

Mr. Larson continued the financial report, and reported the following:

- Village Lake Labor expense will come in on budget for the year.
- Regarding Community Operations Expense, we were finally able to get Waste Management to acknowledge they have not been doing the special pickup in the Greens subdivision; as a result they will be crediting our account approximately \$5,500.
- Regarding Village Beautification Expense, we should be receiving the final bills soon from our seasonal landscaper.
- The negative variance under Wildlife Committee expenses is a timing issue.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the September 2017 Financial Report as presented.

X. REVIEW OF BOARD DIRECTIVES

Mr. Larson provided a review of the tasks/directives assigned to him by the Board during the meeting:

1. Review the perimeter fencing plan (in November)
2. Arrange for a Board Working Session to discuss the issue of recycling totes.
3. Work on focus group to discuss the use of recycling totes.

4. Set a date for a "Meet the Candidate" event.
5. Set a date for a meeting with the Committee Chairs to discuss their budget for 2018.
6. Revise the statement for Nextdoor.com by adding direct language regarding calling the CPHA to request more information.
7. Post a notice in the next email newsletter and in the Village Reporter about maintaining the antifreeze in your home's fire suppression system.
8. Post a notice in the next email newsletter and in the Village Reporter about the new evacuation plan.

Director Battin asked if we would continue to have evening meetings next year. Mr. Larson replied that the 2018 meeting calendar will be discussed at the November Board meeting.

XI. IMPORTANT MEETING DATES

Mr. Larson reported the November 2017 Board Meeting will be held on Friday, November 17, in the Castle Pines Homes Association Community Room located at 688 W Happy Canyon Road; 7:00 am - Executive Session, 8:00 am - Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Wednesday, November 20, 2017 at 7:00 a.m.

XII. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the October Board of Directors meeting at 9:09 pm.

Respectfully Submitted by,

Lisa Goodwin
Senior Administrator