

**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 25, 2018

ATTENDEES: Directors Doug Cooper, Vice President and Assistant Treasurer; Linda Battin, Secretary; Wendy Ingraham, Director. Present from the CPHA staff: General Manager and Assistant Secretary Mark Larson, Chief of Emergency Services Rick Plotke, Accountant Carol Tilton, and Senior Administrator Lisa Goodwin.

OTHERS PRESENT: Jeff Coufal, Manager Castle Pines Metropolitan District.
Resident: Lori Allen.

EXCUSED: Directors Len Jacob, President and Chuck Skinner, Treasurer.

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 6:30 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 2018 MEETING MINUTES

(See Tab #1 of the October 2018 Board Package)

Motion

Upon motion duly made and seconded, the Board approved the September 2018 Board of Director meeting minutes with corrections as noted.

IV. HOMEOWNERS REQUEST TO BE HEARD

Resident Lori Allen of 168 Glengarry Place was present to be heard before the Board regarding the non-compliant landscaping lighting by a neighbor located behind her home. Ms. Allen asked that Mr. Larson not be present in the room as she presents her concerns, citing a conflict of interest by Mr. Larson due to his past relationship with the neighbor. Mr. Larson left the Board meeting. Ms. Allen reported Covenant Compliance Coordinator Kat Egan has not been able to resolve this issue.

Ms. Allen claimed the homeowner behind her has excessive illumination throughout the entirety of their landscape lighting that can be seen from inside her home and throughout the evening. Ms. Allen stated this also includes excessively bright and non-compliant garage door lighting, "runway" lights on the driveway, and linear lights underneath the front steps to their home. Ms. Allen reported that after contacting the Homes Association office Ms. Egan came out to review the home's lighting and stated to Ms. Allen that there is non-compliant lighting on the property. Ms. Allen stated she was informed that Enforcement Hearing dates were scheduled and postponed, a final Enforcement Hearing was required and failure to attend would result in daily fines; the resident did not attend the hearing, and it is her understanding that daily fines were not assessed.

Ms. Allen stated that since the last scheduled Enforcement Hearing the resident has added additional landscape lighting and no enforcement action has occurred. Ms. Allen reported that Ms. Egan told her the enforcement is still active. Ms. Allen stated she was told that Mr. Larson and the neighbor wanted to come to her house to see the extent of the lighting as viewed from her property. Ms. Allen assumed from this request that her privacy was compromised because her identity was disclosed to the homeowner. Ms. Allen stated that Mr. Larson has been partial and biased to this homeowner and has prevented Ms. Egan from doing her job to resolve this issue. Ms. Allen presented pictures of the homeowner's lighting in the trees and along the driveway. Ms. Allen stated that Ms. Egan has been extremely helpful and responsive to her throughout the process.

The Board thanked Ms. Allen for her time and stated that they would review this issue further and report back to Ms. Allen on their findings.

Ms. Allen left the meeting and Mr. Larson returned to the Board meeting. Mr. Larson reported to the Board that the first time he spoke to Ms. Allen was several years ago, regarding her report that the same neighbor installed a white roof. Regarding the landscape lighting, Mr. Larson stated that he was not aware that there are spotlights on

that property. Mr. Larson reported that following a fire on this resident's property it is his recollection that he replaced what he already had and with no additional lighting. Mr. Larson reported he spoke to the homeowner about his landscape lighting, that he did not identify Ms. Allen, and he asked the homeowner if he would be willing to go over to a neighbor's home to review the lights. Mr. Larson reported that Ms. Allen told Ms. Egan that she was okay with allowing the Homeowner to be on her property to view the lighting but asked that the leaves were gone from the scrub oak first, so they could see the full effect of the lights. Mr. Larson reported Ms. Allen called back later; spoke to Ms. Egan to state that the homeowner would not be allowed on to her property. Mr. Larson reiterated that he did not disclose who the reporting party is.

Mr. Larson stated he would talk to Jim Walker, the Chair of the Design Review Committee (DRC) and ask that they (DRC) do a nighttime review of the property. Mr. Larson stated that it is his and the DRC's understanding that the homeowner's lighting complies, however even lighting that complies can still result in a nuisance to the neighbors. The assumption was that the lights complied, but they were creating a nuisance to Ms. Allen that the neighbor was willing to mitigate, and they were all willing to review it.

The Board stated that if the lighting is in compliance but is a nuisance then we cannot resolve this issue without her participation in allowing the homeowner to view the lighting from her home so it can be mitigated. Mr. Larson reported that in regard to the white roof, it was approved by the DRC when the home was constructed, however a note was included in the home's file that if the roof was to be replaced it would have to be done in a darker color. Director Cooper stated that the Colorado Common Interest Ownership Act (CCIOA) provides a statute of limitations on issues such as this to one year's duration. Mr. Larson stated he would report back to Director Cooper who will then report to Ms. Allen.

V. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mr. Larson reported there was one resident seeking approval for Committee Membership this month. Resident Gina Gerken is requesting membership to the Wildlife Committee. Mr. Larson provided a copy of the Ms. Gerken's resume (see *attached document*).

Motion Upon motion duly made and seconded, the Board unanimously approved the appointment of Gina Gerken to the Wildlife Committee.

B. Emergency Services Capital Request

Mr. Larson reported the capital request to install light bars on the two new patrol vehicles was not included in the original capital request to purchase the vehicles.

Mr. Larson reported the capital request includes funding for an additional three new emergency light bars to be purchased and installed in 2019.

Motion Upon motion duly made and seconded, the Board approved the Emergency Services Capital Request as presented in the amount of \$10,126.05 for the purchase of replacement light bars on the five patrol vehicles.

C. Emergency Services Revised Policies

1) RFID Access Card Policy

Director Cooper reported the following two changes were made to the policy adopted at the August 2018 Board meeting:

- The requirement to indicate how frequently the card would be used was missing from the policy.
- Temporary RFID access cards – we used to have short term, long term and permanent cards. Now we have short term and long term only. Long term usage requires Committee approval.

Chief Plotke reported that several long-term RFID cards were approved by the Emergency Services Committee and a report will be run on those RFID cards to see how frequently they are being used. Chief Plotke reported that if the usage report shows that there was repeated use of the RFID card within a short period of time that would suggest abuse of the card (by allowing other cars to enter) and they could turn off the card for inappropriate usage. Chief Plotke reported there are currently 10 mobile RFID cards in use. Director Cooper reported that the usage reports can also be reviewed to ensure that they are using the mobile card in accordance with their stated usage/need.

Motion Upon motion duly made and seconded, the Board approved the Emergency Service's amended RFID Access Card Policy as presented.

2) Clear-All Policy

Chief Plotke reported ES discovered (from a homeowner reporting it) that some residents have been putting a clear-all on their account for guests and visitors and food deliveries. A clear-all effectively circumvents the purpose of having an access-controlled community. Chief Plotke reported the Emergency Services Committee has created a policy that will eliminate having a clear-all with no defined length of time and with limited exception. This policy does not apply to parties and other short-term duration events. A clear-all will however be allowed for parties. Chief Plotke reported there are approximately 30 residents that currently have a clear-all on their account, and we will inform them of the new policy.

Motion Upon motion duly made and seconded, the Board approved the Emergency Service's Clear-All Policy as presented.

Advanced on the Agenda

VII. Management Liaison Reports

A. Metropolitan District – Jeff Coufal

Mr. Coufal provided an update regarding the Castle Pines Metropolitan District activities and reported the following:

- The District operates at a “firm capacity” – what this means is that if a large well or pump failure occurs, the District can still meet the demands of the community with the remaining capacity.
- The District is adding money in their budget for next year to install landscape islands and additional speed mitigation in the Greens subdivision, and to purchase land on the north side of the community for a tank installation.
- The District has a capacity issue in the sanitary sewer line that runs parallel to State Road 85. Brookfield development is requesting an early grading permit from the County which would allow them to install a detention pound. If the District does need to increase the size of the sanitary sewer line, the District will do this soon and before Brookfield starts their grading work.
- Pavers will be installed at Gate 4 beginning next week.
- The District will demolish the now condemned bridge that leads to the tennis courts and is located behind the real estate office.
- The District is budgeting for high density mineral bond treatment for all the collector roads that it did not do this summer.
- The budget will also include the Summit Club playing field improvements.

VI. INFORMATION/DIRECTION

A. Gate 4 Rebuild Project

Regarding the Gate 4 rebuilding project, Mr. Larson presented a slide (*see attached slides*) and reported the following:

- The contractor has finished the roof and is prepared to do the asphalt work which will go in tomorrow and Saturday.
- All the concrete that was torn out will soon be replaced.
- The inside carpentry will be done next week.
- The stone planters in front of and behind the Gate House are complete.
- The pavers will go in beginning next week.
- The goal is to open it up for traffic two weeks from next Monday.
- The biggest issue that impacted delays were contractors stacked up behind one another to do their piece of the work.

B. Review of Upgraded Gate Panels

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

Mr. Larson showed the Board a prototype of what the gate panels would look like with our new logo on it. Mr. Larson reported the cost is approximately \$850.00 per panel. To do new gate panels at all of the gates, except Gate 1 which does not use metal gates, would cost approximately \$80,000.00. The Board stated they liked the prototype but wanted one that was more reflective of the logo's design. Mr. Larson reported that he will continue to have the prototype refined and report back to the Board at the November Board meeting.

VII. MANAGEMENT/LIAISON REPORTS

B. General Manager – Mark Larson

Mr. Larson provided his Management Report and presented several slides (*see Tab #3 of the October Board Package and the attached handout of slides*). Mr. Larson reported the following:

- A structural engineer reviewed the bridge over Haskins Gulch leading to the tennis/pickleball complex and determined it is not structurally sound and therefore not safe for use.

- Metro will demolish the wooden bridge.
- The Parks and Recreation Committee has asked that the cost to replace the bridge be included as a placeholder in next year's capital budget, but they are still evaluating whether or not to recommend replacing it.

C. Emergency Services (ES) Report

Rick Plotke, Chief of Emergency Services presented the Emergency Services report. (See Tab #3 of the October Board Package).

In addition to his written report, Chief Plotke reported the following:

- ES responded to 1,077 incidents in August; there were three medical events.
- ES continues to hire staff. A new Dispatcher has been hired and there are three candidates for Gate Officer positions that may be hired next week. A non EMT Patrol Officer candidate is also in queue to be hired.
- There were a significant number of gate hits in the month of October.
- Regarding the alarm letter sent out in August, we have asked Integrated to create a list of alarms that we have not heard from in the last year. We will send them a letter to test their alarm and if there is no response from the letter, we will send out a voice-mail to these homeowners.
- Officers wrote 86 moving violations in the month of September with six of these going to Golf Club employees.
- There were 31 NOV's written for parking violations.

VII. FINANCIAL REPORT: AUGUST 2018

General Manager Mark Larson presented the September 2018 Financial Report and reported the following: (See Tab #4 of the October 2018 Board Package).

Actual/Projected Budget

- A positive variance anticipated in the landscaping budget by year end is due to our portion to improve the Summit Club field, and the re-landscaping of Gate 4 – both of which will not be done this year, so we are including those funds into the 2019 budget.
- The monument at Gate 1 is still undergoing some revisions in design and then Mark will take it to the County for comment/approval.

Balance Sheet:

- Bank of the West investment account reached maturity and was re-invested.

Income Statement:

- The four lots that are on Castle Pines Drive North by the Prato development have been platted.
- DRC revenue is anticipated to be positive for the year.
- Administrative Operating Expense reflects a negative variance due to work in protecting our Trademark (re: Castle Valley).
- Next year's budget will include a line item for costs associated with the brand refreshing efforts, such as the replacement of community signage and similar expenses incurred as a result of the new logo.

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

- Recruiting Expenses are a result of the ongoing hiring process.
- Training and Education Expense includes the cost for Pepper Spray and ASP Certification.

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

- Village Lake Fitness Center Labor Expense is anticipated to come in on budget for the year.
- Front Range Recreation will provide us with a breakdown of chemical expenditures to better balance the budget between the different facilities for next year.
- We will be looking at hiring a new Christmas Light installation company as our previous company is no longer offering that service. They have provided us with several recommendations.
- Over the summer we had the cleaners clean the Pavilion and empty all the trash cans at the Canyon Club facilities six days a week. Now that we are moving into Fall season this service has been reduced to three days a week.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the September 2018 Financial Report as presented.

IX. REVIEW OF BOARD DIRECTIVES

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

- To work with the DRC regarding the lights at a home on Glengarry Place and report to Director Cooper on their findings.

X. IMPORTANT MEETING DATES

Mr. Larson reported the November 2018 Board Meeting will be a morning meeting on November 29, 2018 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.

Director Ingraham stated she will not be able to attend the meeting on November 29.

The December meeting will be held on December 19.

XII. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the September Board of Directors meeting at 9:02 pm.

Respectfully Submitted by,

Lisa Goodwin
Senior Administrator