

**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, November 20, 2015

ATTENDEES: Directors Terry O'Connor, 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; Senior Administrator Lisa Goodwin.

OTHERS PRESENT: Jeff Coufal, Interim Metro District Manager from the Castle Pines Metropolitan District; Residents: Gene Roberts, David and Robyn Papadimitrio, and John Witt.

EXCUSED: Director, Chuck Skinner.

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 8:05 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 November 2015 Board Package)

Motion

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

V. FINANCIAL REPORT: October 2015

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

- Regarding the Balance Sheet: The Community Bank of Colorado reinvested our CD despite having been notified that we did not wish to do so; the bank has notified us they will make the correction.
- The Receivable, Landscape Bond, is with Douglas County for the landscaping at Gate 2.
- Regarding the Income Statement: DRC fees continue to run positive for the year; money has started coming in for the holiday gift fund and will be distributed to employees in December; the DRC Consultant was needed for additional hours.
- Administrative Operating Expense, Attorney's Fees includes the cost to resolve a resident issue. This line item is anticipated to come in on budget for the year.
- The Equipment Repair and Maintenance Expense at the Village Lake Fitness Center includes pool equipment repair expenses that were incurred over the summer.
- Regarding Community Operating Expense, Cable TV: the second quarterly dividend check from Comcast has been received, and will be reflected in the November financial report.

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

VI. HOMEOWNERS REQUEST TO BE HEARD

Residents David and Robyn Papadimitrio from 5004 Esmond Lane were present before the Board to discuss an issue regarding the potential of the Village Lake Sub Association's irrigation system to have caused the ingress of water into their basement. The Papadimitrios explained to the Board that a deeply buried irrigation line for the Village Lake sub association was causing water to enter their basement. With the assistance of the sub association's irrigation consultant, it was determined after pressure testing that the irrigation line had a leak but was buried too deeply to effectively repair. The existing line was capped off and a new irrigation line was installed by the sub association; following this the water intrusion into their home ceased.

The Papadimitrios reported the water damage to their home required some foundation repair and carpet replacement at the expense of approximately \$3,400, however the Village Lake Sub Association will not reimburse them for the repairs as they do not believe the leak was a result of the sub association's irrigation lines. The Papadimitrios asked the Board for help in resolving this issue. The Board stated it is out of our

jurisdiction, and they do not exercise control over a sub association. Director Jacob stated he was a former Village Lake Board member and offered to speak to the association's Board to discuss the issue.

The Papadimitrios asked about the heavy equipment and construction activity occurring on the south side of Happy Canyon road. Mr. Larson stated the Golf Club is reconstructing 16 of their 18 greens; their schedule is to have all of the work completed by the Spring of next year.

The Papadimitrios asked if the Homes Association has received any resident complaints regarding excessive noise from Sterling Builders office in the Village Shopping Center. They reported that Sterling Builders will open up their back door and run a large saw continuously from 9 am to 5 pm. Mr. Larson stated the owner of the company is very good to work with and he would speak to him about this issue.

John Witt (in person) and Debbie Witt (by phone), owners of 990 Country Club Lane, were present to discuss the issue of Homes Association liens that exist on their property. The Board stated they are familiar with this issue however they would typically only discuss this issue in executive session, and not in the Board's open session. Mr. Witt reported they are selling the property and the closing should occur in two weeks, the Board stated they would discuss the issue and Mr. Larson would be in contact with the Witt's regarding their decision on the liens.

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 November 2015 Board Package*).

Mr. Larson reported the following:

- The Enforcement Committee has elected Susie Winders to replace Rusty Mitzner as their Chairperson. Director O'Connor stated Ms. Winders is an excellent choice, however in the future the Board would like to have the opportunity to approve committee chairmanship in the same way that they currently approve committee membership. Director O'Connor asked that this issue be explored further.
- Regarding the construction of the additional (fifth) Tennis Court the Board reviewed a slide of the site plan (*see attached handout of slide*). The permit for the court's construction is ready for pickup from the County, however, the County will not release the building permit to LE Renner (the company hired to build the court) and will only release it to a general contractor. We are working with John Rottschaefer the General Contractor hired for Gate 2 who has stated he is willing to put this

project under his license. The plan is to put in the tennis court base this fall, and then surface and stripe it in the spring. The court will be ready by Memorial Day weekend.

- The County informed us that we do not have a handicap accessible court, therefore we have designated court 3 to be handicap accessible, however to be in compliance we must build a new trail to the court because the grade of the current trail exceeds handicap accessible standards.
- The Administrative office will be closed on Thanksgiving Day. On Friday the office will be open and staffed by Mr. Larson. For the gate hours on Thanksgiving Day, Gate 1 will be 24 hours and the other gates will be staffed from 9 am to 9 pm.
- The Parks and Recreation Committee has been evaluating the fitness classes at the fitness center. They have created a policy statement that will require all instructors to revalidate their insurance every year and to periodically confirm their class attendance.

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

Chief Plotke discussed the ES status report and stated there were over 800 incidents/calls for service in the month of October.

Director Dugan stated that out of concern for the safety of all residents in the community we should always bring in extra Officers if there is an event or occurrence that will require both officers on duty to be deployed to the same location in the Village at the same time. Director Dugan made note of a 9 minute response time to the south side of the Village; the additional response time having been due to both Officers that night stationed on the North side of the Village to monitor the potential for fire danger during the City of Castle Pines' Oktoberfest fireworks display.

Director Dugan asked about the two thefts on the status report. Chief Plotke reported that a construction trailer left inside of Gate 2 was broken into and several construction equipment items were stolen. The other incident was a vehicle break in.

Director Dugan noted that over 60% of the violations written are for disregarding a stop sign. Director Dugan thanked Chief Plotke for doing a great job with the traffic report, and requested the data on the traffic report be further broken down by time of day to better determine where to deploy the traffic patrol officers.

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

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

- The Metro District is currently having their traffic engineer review all of the signs in the Village to determine what is and isn't necessary.
- The speed limit on Ramshorn is going to be increased from 15 to 20 mph. The CPMD hosted a meeting for the residents in the area regarding data showing that the speed limit should be 20 mph.
- Gate 2 asphalt work (between Gate 2 and Roca Place) to replace failed portions of the asphalt and then do a complete repaving is planned for this year, however the temperature needs to be 50 degrees and rising. If the weather does not comply the work will be done next year.
- Regarding the Happy Canyon Sewer Line, Douglas County has not yet approved the project. The easements have been established from Lagae to the first roundabout on Happy Canyon. Douglas County has indicated they will not take ownership of a portion of the pipeline, but instead must have ownership of the entire sanitary line. The developer of the south portion of the Lagae property wants a guarantee that he has capacity on that line. CPN says there is capacity available and they can tie into that line but must also have treatment capacity with the Plum Creek Wastewater Authority (PCWA) to do so.
- The PCWA used to be managed by the CPMD but now they are self managed. The PCWA is jointly owned by the Town of Castle Rock, the CPMD and the City of Castle Pines (CP). Any excess capacity that exists at the PCWA can only be sold to one of the other entities. If the Developer of the south Lagae property wants capacity he would have to join the CPN metro district and he has indicated that he does not want to do that.
- Snow removal from the Tuesday storm went 24 hours straight. Because the snow was very wet and slushy it didn't "ditch off" the plows like it normally does and instead deposited in large clumps. Snowplowing begins on the main collector roads and then a single pass on the secondary roads. After the storm is done Metro cleans up all of the secondary roads. In a regular storm it takes about 5 to 6 hours to clear the Village. But for this storm it took up to two days to provide full clearance.

VII. ACTION ITEMS

A. Emergency Services Capital Request

Mr. Larson reported the capital request is for an additional vehicle for the ES fleet. This vehicle will be for the Chief of ES. The vehicle will be fully equipped for emergency

response. The Chief is on call 24 hours a day; and the vehicle can be used for personal use by the Chief of ES up to a 100 mile radius.

Motion

Upon motion duly made and seconded, the Board unanimously approved the Emergency Services Capital Request of \$38,689.73 to be funded by New Capital for the purchase of an additional patrol vehicle.

B. 2016 Homes Association Budget

Mr. Larson gave a presentation (see attached handout of slides) highlighting the total revenue, reserve funding, operating revenue and expenses in the proposed 2016 budget. Mr. Larson reported there will be no assessment increase for 2016.

The Board reported that after many discussions with Comcast and careful review of their program, the determination has been made that the bulk service agreement with Comcast for basic cable TV service will end on July 1 2016. The Board reported there would be a transition team and plan in place prior to the July 1st date. The Board stated we should inform the community about this change after the Thanksgiving holiday. Mr. Larson reported he will draft a letter for the Board's review and release.

Motion

Upon motion duly made and seconded, the Board unanimously approved the 2016 Homes Association budget as presented.

Mr. Larson thanked the Long Range Planning and Finance Committee for all of their work on putting together the budget. The Board thanked Mr. Larson and his staff for their work on the budget.

IX. INFORMATION/DIRECTION

A. North Meadows Extension Update

Mr. Larson reported the following:

- We are continuing to move forward with the County regarding the construction of the wall at the corner of Santa Fe and Castlegate. The County Commissioners approved the contract for the wall construction at their last meeting.
- The rock/stone wall on Santa Fe is a sand color, however CDOT may require that the wall be stained to a darker brown. The Town is also evaluating darkening the color of the wall at the corner of Santa Fe and Castle Gate to match the rest of the project.
- Trees will be planted in the spring and the CPMD will assist us with temporary irrigation. Approximately two hundred trees are planned to be planted.

IX. IMPORTANT MEETING DATES

Mr. Larson reported the December 2015 Board Meeting will be held on Friday, December 18, 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, December 9, 2015 at 8:30 a.m.

X. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the November Board of Directors Meeting at 9:50 am.

Respectfully Submitted by,

Lisa Goodwin
Senior Administrator