

**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, December 14, 2012

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

OTHERS PRESENT: Sean Owens from Douglas County; residents: Don Somsy, Craig Sundquist, and Mark Lerner.

EXCUSED: N/A

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 8:00 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 December 2012 Board Package)

Motion

Upon motion duly made and seconded, the Board approved the November 2012 Board of Director meeting minutes with corrections as noted.

VI. FINANCIAL REPORT – Director Jacob

(See Tab #2 of the December 2012 Board Package)

Director Jacob presented the November 2012 Financial Report.

- Regarding the Capital Budget: all work scheduled for the year has been completed. Additional billing for work done by the Metro District to complete the trail on Country Club Parkway is anticipated to become a payable invoice before the end of the year.
- Regarding the Balance Sheet: the reserve fund at Key Bank is over the FDIC guaranteed maximum. Mr. Jacob stated that the Long Range Planning and Finance Committee has decided to move the excess to the account with Guaranty Bank.
- Regarding Receivables: as of November there is \$220,000 in unpaid dues. Unpaid dues are anticipated to be \$250,000 by year end. Director Dugan asked Director Jacob what is the total amount of unpaid dues before penalties or delinquency fees. Director Jacob responded that he would obtain that number and e-mail the information to the Board members.
- Additional assessment income of \$19,000 is expected in 2012 from the platting of the 52 alternative lots in the R47/49 development project.
- Administrative Labor Expense is projected to be \$18,000 negative for the year.
- Administrative Operating Expense includes attorney's fees for an issue regarding a builder on the south side of the Village, and for the postage expense for the holiday letter mailing.
- Emergency Services Labor Expense is expected to come in on budget.
- Ballistic Vest Expense is negative due to turnover and the subsequent addition of new Patrol Officers in ES.
- Village Lake Fitness Center Expense is anticipated to be \$5,000 positive for the year.
- The latest Comcast bill was high due to an incorrect number of houses charged. Mr. Larson stated that he had a call into Comcast to discuss this issue with them.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the November 2012 Financial Report as presented.

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

NONE

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 December 2012 Board Package)

Douglas County Engineer, Sean Owens, and resident Don Somsy were present to provide an update on the train whistle/Quiet Zone issue. *(For previous discussion on this issue see the November 2012 Board Packet, VII. Management Report, Item A. "Manager's Report".)*

Mr. Owens reported the following:

- A survey was done last Monday regarding the construction plan for the wayside horns and the asphalt needed at the Atrium crossing.

- The County is waiting for the final estimate for the wayside horns before submitting to the Public Utilities Commission (PUC).
- The PUC application is anticipated to be submitted by the end of the year.

Mr. Larson reported the CPHA administrative office will be closed on Christmas day and New Years Day. He further stated that Emergency Services will be staffed on both holidays with limited gate staffing hours. Mr. Larson reported that Chief Grant will cover the holiday reduced gate staffing during his report.

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

Chief Grant presented the Emergency Services report. (*See Tab #3 of the December 2012 Board Package.*)

Chief Grant reported:

- There were 532 incidents in November; including 9 medical assists.
- Visitor access dropped in November most likely due to the end of landscaping season. Gate 4 was the busiest gate for visitor access.
- Regarding staffing: a patrol officer resigned and a new one was hired. Two more patrol officers will be hired after the first of the year.
- Senior Patrol Officer Fryman was promoted to Sergeant. There are presently three Sergeants on staff.
- Nineteen children and their parents attended the second “Stranger Danger Awareness” class presented by Emergency Services.
- There were four incidents of vehicles hitting the gates however no damage was done.

C. Metropolitan District Items

Representatives of the Metro District were not present to provide an update.

VII. ACTION ITEMS

A. Policy Regarding Inspection and Copying of Association Records

This agenda item was deferred to the January Board meeting.

VIII. Information/Direction

A. Nomination Committee Report – Director Battin

Director Battin reported there is one candidate for the open Board seat, incumbent Director Len Jacob. Per the CPHA’s governing documents we must proceed with an election as nominations can be accepted from the floor on the night of the meeting.

B. Resolution for Addition to the Rules and Regulations – Mark Larson, Craig Sundquist, Chief Grant

Mr. Sundquist, Chair of the Emergency Services Committee (ESC) presented the subject resolution for the Board's consideration. Mr. Sundquist reported that this resolution was designed to help clarify the issue of service provider access on Sundays. Director Dugan asked if this resolution satisfied the question from Emergency Services concerning the definition of "oversized vehicles". Mr. Sundquist and Chief Grant both stated that while the proposed resolution does not specifically provide that definition, they felt it provided adequate direction to the Emergency Services staff.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the language of the resolution as presented and to move the resolution to an Action Item at the January Board meeting.

C. Access Control for R47/49 Development Update – Mark Larson

Mr. Larson reported he met with the Vice President of Taylor Morrison and representatives of their subcontractors to discuss access into the community during the construction process at R-47/R-49. Mr. Larson reported the process will include providing limited use transponders, to their normal, recurring construction workers. The usage of these transponders will be routinely checked to make sure they are not being abused. Mr. Larson reported violators of this policy will be escorted out of the community and Taylor Morrison will be assessed a fine.

Mr. Larson reported Taylor Morrison will be removing a substantial amount of dirt during the initial site work and he is working with Matt Buster and the Metro District on using this dirt to extend the berm at Gate 3. Mr. Larson reported Taylor Morrison will shape the berm, the Metro District will augment the soil, and the Homes Association will be responsible for landscaping.

Mr. Larson reported this work will most likely begin after the first of the year. Mr. Larson added that Taylor Morrison has agreed to all of our requirements and stipulations for access.

From the Financial Report, Tab 2

Resolution to Approve Establishment of a Banking Relationship

Director Jacob reported that the Long Range Planning and Finance Committee has forwarded the subject resolution for the Board consideration to establish a banking relationship with Colorado Federal Savings Bank. Director Jacob stated that Colorado Federal Savings Bank is offering a 3-year CD at 1 ¼% and the plan is to invest \$250,000 in reserve funds in one of those CDs..

Motion Upon motion duly made and seconded, the Board unanimously approved as presented the resolution to establish a banking relationship with Colorado Federal Savings Bank.

Director Dugan asked that Mr. Larson review the list of banks that the Board has established banking relations with and report back to the Board.

D. Gate Hour Staffing Discussion - Mark Larson
(see attached handout of presentation)

Mr. Larson reported on current gate staffing hours. Mr. Larson presented information on total staffing costs and staffing challenges. Mr. Larson reported on the total traffic at all entrances from the time period of July through September 2012. Visitor traffic was compared by gate and by day of the week.

Mr. Larson presented the following recommendations:

- Reduce or eliminate Sunday staff at Gate 3.
- Reinstate Gate 4 staffing hours to 10:00 pm.

Director O'Connor stated he was concerned that we do not have statistically relevant data due to the short period of observation time that was used for producing the report. Director Dugan asked Mr. Larson to extend this analysis into next month so that it includes the traffic numbers from a winter month.

Chief Grant reported that Gates 3, 4, and 5 will be staffed from 9 am to 7 pm on Christmas Day and New Year's Day. Gate 1 will be staffed as normal (24 hours) on both of those holidays.

X. IMPORTANT MEETING DATES

Mr. Larson reported the January 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, January 18, 2013, 7:00 am Executive Session, 8:00 am Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, January 17, 2013 at 7:30 am.

The Annual Meeting of the Members will be held on Monday, March 11th at Cielo at Castle Pines.

XI. ADJOURNMENT

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

Respectfully Submitted by,

Lisa Goodwin