

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 19, 2014

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

OTHERS PRESENT: Roger Partridge, Douglas County Commissioner; Paul Dannels, Metro District General Manager; Jon Gray, Metro District Engineer; Sean Owens, Douglas County Engineer; Residents: Craig Sundquist, Terri Butz, Dave Butz, Ron West, Brian Hebbard, Larry Bundy, Jim Walker, Gene Roberts, and Don Somsky.

EXCUSED: Director Al Dugan (Director Dugan was present for the Executive Session of the meeting and departed shortly after the regular meeting began and before any agenda action was taken.)

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.

Mr. Larson requested a modification to the agenda to include an additional Action Item, "Report from the Nominating Committee for the Election of the Board of the Directors". The Directors approved the modification requested.

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. MINUTES

(See Tab #1 of the December 2014 Board Package)

Motion Upon motion duly made and seconded, the Board approved the November 2014 Board of Director meeting minutes with corrections as noted.

IV. FINANCIAL REPORT

Director Jacob presented the 2014 and 2015 Capital Budgets. Director Jacob reported the expenses associated with the asphalt overlay maintenance project and the new trail installation project have been moved from the 2014 Capital Budget to the 2015 Capital Budget.

Mr. Larson presented the November 2014 Financial Report and reported the following:
(See Tab #2 of the December 2014 Board Package)

- Regarding the Income Statement: the positive variance in custom lot assessments is due to a lot that had not been assessed dues, because we did not know it had been platted, so it was not included in the budget's projected revenues. The lot was sold in November and past due assessments were collected. The lot owner is now paying monthly assessments.
- DRC fees are negative for the month but are anticipated to be positive for the year.
- Other Revenue, Annexation Fees includes the money received for the annexation of the Kimball property.
- Employee Holiday Gift Fund checks were distributed at the beginning of this week; this disbursement is reflected as a pass through expense.
- DRC Consultant Fees Expense is slightly negative but is anticipated to be positive for year.
- Legal Fees Expense will be negative for the year.
- Homeowner Events Expense includes the cost for simulcasting October's Community Forum meeting on the North Meadows Extension project.
- Mileage, Registration and Maintenance Expense includes the cost for service maintenance on the Gator at the close of the landscaping (summer) season.
- ES Labor Expense includes the new Directors salary and the addition of new employees, thereby resulting in a negative variance for the year.
- Regarding Vehicle Fuel Expense, the ES Patrol Officers have been directed to no longer fill up the patrol vehicles at Village marketplace gas station because the price per gallon there is higher than at other local stations.
- Village Lake Payroll Expense will come in on budget for the year.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the November 2014 Financial Report as presented.

V. HOMEOWNER'S REQUEST TO BE HEARD: Items not on the agenda

Resident Gene Roberts was present to provide information on the Promenade development planned for the property between the Village and the outlet mall. Mr. Roberts provided the following information:

- The Developer has requested a variance on the 50 foot building height limit set by the Town of Castle Rock. The Developer is asking the Town of Castle Rock to consider raising the building height limit to 60 feet. This would allow the apartments planned for a portion of the overall development to be 60 feet tall. The Town of Castle Rock is evaluating the request and will make a decision at a later date.
- The Developer purchased 40 acres on the other side of I-25 as part of the overall project; there are no immediate plans by the developer to develop that area, however the area will be used for a required drainage control retention pond.
- A Sam's Club is proposed to be built in the Promenade development and is scheduled to be open by 2016.
- Castle Rock is presently reviewing all of the Promenade's signage requirements.

The Board thanked Mr. Roberts for his detailed update on the Promenade development.

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 2014 Board Package*)

Mr. Larson reported the following:

- The server migration to combine the CPHA and the ES servers into one server will be completed on Thursday, December 18th.
- Gate entry is on a server that is maintained by QuickPass so it will not be included in the server migration.
- A pre-meeting with the Technology Committee and Anchor Networks was held to discuss the logistics of the migration.
- The Technology Committee (TC) is looking at upgrading the reverse 911 system that is currently more than 10 years old. The TC is looking for a system similar to the one Douglas County uses which allows multiple numbers, text messages and emails to be included in the notification loop for each participant.
- The Technology Committee has found web based applications that will provide a reverse 911 service at a cost substantially lower than what we pay for our in-

house system. More information on the Committee's findings will be provided at a later Board meeting.

- The Administrative office will be closed on Christmas Day and New Year's Day. The Administrative office will be open, but with limited staffing, on December 26th and January 2nd.

B. Emergency Services (ES) Report – Rick Plotke, Chief of Emergency Services

Chief Plotke presented the Emergency Services report. (*See Tab #3 of the December 2014 Board Package.*)

Chief Plotke reported the following:

- Regarding staffing: a Gate Officer has recently been hired bringing the number of Gate Officers to the authorized number of twelve.
- Officer Ron Minor has taken over the position of Vacation Check Officer.
- Gates will be staffed from 9:00 am to 9:00 pm on Christmas and New Year's Day.
- Three officers will soon begin the EMT program with South Metro. In October, Health One decided they would no longer cover the costs of the required EMT coordinator (a licensed physician). In order to be a licensed EMT organization the EMTs in that organization have to operate under a licensed physician's license. Beginning in January we will incur a yearly expense of \$1,500 for the EMT coordinator. We will be able to operate under the same doctor that we had under Health One.

Director Skinner inquired about the gate damage report. Chief Plotke responded that in most cases where a vehicle hits/damages the gate, the driver will stop and we will issue a summons; if the driver does not stop we will review the tapes and report the vehicle to the DCSO as a hit and run. Chief Plotke added there has been an increase in gate damage incidents and he attributed it to people being busy and not paying attention, or possibly being distracted by their phone. Chief Plotke stated that given the amount of entries into our community, statistically we are doing extremely well regarding the number of gate damage incidents. Chief Plotke reported a styrofoam bumper has been installed on all of the gate arms, however it does come down with some degree of force and may still cause damage to the vehicle.

Director O'Connor asked if there are options we can employ now to mitigate trespassing. Mr. Larson reported the Emergency Services Committee (ESC) continues to work on their report to the Board regarding trespassing, and will present their recommendations at January's Board meeting.

Resident and Chair of the ESC, Brian Hebbard, reported the Committee is looking at

identifying the areas of greatest access vulnerability. This includes the gaps between our gate arms and the control box, where the Gate Officer's attention is directed towards in-bound traffic, and the bicyclists go through the exit lane; and the areas where bicyclists enter via the trails that go behind the gates.

A. Manager's Report (cont) – Mark Larson, General Manager

1. Recognition of Sean Owens (Douglas County), and Train Whistle Quiet Zone Group

Douglas County Commissioner Roger Partridge was in attendance to join the Board of Directors in recognizing the efforts of Mr. Owens and the resident members of the Quiet Zone Group: Don Somsy, Ron West, Terri Butz, Dave Butz, Steve Marx, Jim Walker and Carl Davis. Commissioner Partridge commended all of them for their efforts and stated that this is officially the first Quiet Zone in Douglas County. Commissioner Partridge reported Senator Elect Cory Gardner recently published a national press release regarding Castle Pines Village's accomplishment in regard to the establishment of the Quiet Zone.

Director Battin, on behalf of the Board of Directors, recognized all of the individuals in our community that worked on the establishment of the Quiet Zone. Director Battin proposed two resolutions of appreciation for the Board's consideration. Sean Owens and the Douglas County Department of Engineering (*see attached handout of resolution*).

Motion Upon motion duly made and seconded, the Board unanimously approved a resolution thanking Sean Owens, Douglas County Engineering, for his dedication in the effort to establish a train whistle Quiet Zone along the Union Pacific railroad line near Castle Pines Village.

Motion Upon motion duly made and seconded, the Board unanimously approved a resolution thanking Village residents Don Somsy, Ron West, Terry Butz, Dave Butz, Steve Marx, Jim Walker and Carl Davis for their dedication in the effort to establish a train whistle Quiet Zone along the Union Pacific railroad line near Castle Pines Village.

C. Castle Pines Metropolitan District (CPMD) Items –Paul Dannels, District Manager; Jon Gray, District Engineer.

Mr. Dannels reported the following:

- He met with representatives from Taylor Morrison regarding noise mitigation on I-25. Taylor Morrison may not pay for the noise mitigation barriers on their

property.

- The Metro Board has approved the expenditure of \$50,000 for Cape Sealing. Cape Sealing will improve the aesthetic appearance of the roads in the community.
- The Metro District is currently looking at regional water options, but must first consider the chlorine and chloramine differences between the regional water option and the Village's current water supply from the underground aquifers.
- Residents of the Fairways Sub Association will be meeting with the Metro Board to discuss options for speed mitigation along Ramshorn Drive.
- The Metro Board is working on a memorandum of understanding with the CPHA regarding the Metro District's commitment to assist with funding for the Gate 2 gate house project.
- The owners of the Lagae South property have approached the Town of Castle Rock for waste water capacity. The new sewer interceptor on Happy Canyon is still in the design stage with a projected 2015 construction start, however the condemnation process might create additional delays.
- The Chatfield project is no longer considered a viable option as a water source for the Village. The final agreement between the State of Colorado and the Federal government materially changed how the distribution of water would work, including many more additional costs, however the Metro District is not pulling out of the project completely.
- Trees for screening will be installed around the detention pond near McClure. The residents in the area were consulted and agreed to Metro's plan for installing trees.

Jim Walker (resident) reminded Mr. Dannels of the importance of receiving input from all the residents who live on Ramshorn Drive before they implement traffic mitigation measures in that area.

VII. ACTION ITEMS

A. New Tennis Court Preliminary Funding Request

Mr. Larson reported the following:

- The Parks and Recreation Committee (P&R) is moving forward with a plan to present to the Board regarding the installation of an additional tennis court. This will be our fifth tennis court.
- There is a detention pond near the proposed new court so the drainage plan has to be reviewed to insure it is of the proper size to handle the additional runoff from the new court. A meeting was held with representatives from the County to discuss the necessary requirements (*see handout of slide presentation*).
- P&R will be ready to present a capital request to the Board with final design of

the new tennis court at the March Board meeting.

- P&R requested the Board approve \$5,000 to do the preliminary planning on the court so the committee can finalize the final proposed location and obtain an installation bid.
- P&R is considering replacing the two basketball goals with the two sport courts (*see handout of slide presentation*), as well as the replacement of the play equipment at the Canyon Club. Both projects would be funded by the reserve fund. More information will be presented to the Board in March.

Motion

Upon motion duly made and seconded, the Board unanimously approved to authorize the expenditure of up to \$5,000 for the preliminary evaluation and development of design plans for a fifth tennis court.

Larry Bundy reported the Parks and Recreation Committee is also considering different options for a tennis court pavilion. Mr. Bundy reported expected costs for a pavilion are between \$10,000 and \$15,000 for a pre-fabricated structure. Mr. Bundy reported the committee decided not to pursue installing a pickle ball court.

B. Nomination for Membership to the Long Range Planning and Finance Committee

Motion

Upon motion duly made and seconded, the Board unanimously approved the nomination of resident Bruce Campbell to the Long Range Planning and Finance Committee.

C. Nomination for Membership to the Enforcement Committee

Motion

Upon motion duly made and seconded, the Board unanimously approved the nomination of resident Phil Adamson to the Enforcement Committee.

D. Report from the Nominating Committee for the Board of Directors Election

Director Jacob reported the Nominating Committee met and reviewed the submissions received for the two Board seats up for election at the next Annual Meeting of the Members. Director Jacob reported two candidates have submitted their names for the Board election; the Committee looked at their credentials and accepted their submissions. Director Jacob reported the two candidates running for the open seats are incumbent Directors Terry O'Connor and Chuck Skinner.

Mr. Larson reported the Homes Association bylaws allow for nominations from the floor,

therefore we are required to conduct a full election. Mr. Larson reported the Annual Meeting will be held on March 16, 2015 at Cielo at Castle Pines.

VIII. INFORMATION/DIRECTION

A. North Meadows Extension Update

Director O'Connor reported Art Griffith from Douglas County engineering department has volunteered to work with an attorney on his staff to draft an agreement reflecting our priorities and needs. Director O'Connor reported the Village Lake sub association hosted a community meeting on the North Meadows Extension (NME) project and invited Mr. Griffith to speak. Director O'Connor reported that he also attended the meeting and the presentation was well received and resident comments indicated that Mr. Griffith provide a very thorough, candid and forthright presentation about the NME project.

Mr. Larson reported he will be meeting with Don Watson and some of his neighbors that were unable to attend the community forum, in the first week of January.

Director Jacob suggested the presentation should also include information on the Promenade development.

B. Village Web Site Update

Resident and Chair of the Village Communications Committee (VCC), Craig Sundquist, and CPHA Administrator Lisa Goodwin provided the Board with an update on the development of the CPHA's new website format.

Ms. Goodwin showed the Board an online example of the redesigned website, and reported the following:

- Kandi Carter from Enترنت Designs is working on the development and design of the new website. The website will have enhanced security including SSL encryption.
- The VCC has reviewed multiple iterations and has selected a design and format for the front page and inside pages of the website.
- The new design will feature a cleaner front page with easier to find information and easier to navigate menus.
- Ms. Carter will be moving all of the current website's information and documents to the new site design beginning in January. The inside pages, once built, can then be managed by the CPHA for content revision via a web-based website management application.
- The next phase after building all of the pages will be to design the Residents

Only page and improve the navigation, features and database reporting.

- Ms. Carter will then begin work on creating web based versions of our most frequently requested forms so they can be completed and submitted online.
- The work on the website will continue after the holidays with anticipated completion before the end of February.

The Board discussed the possibility of putting the events calendar on the resident's page. Mr. Sundquist reported he would present this to the Committee for discussion. The Board thanked the VCC for their work on this effort.

IX. IMPORTANT MEETING DATES

Mr. Larson reported the Board meetings in 2015 will be held on the fourth Thursday of the month with the exception of the months of November and December (date change TBD).

Mr. Larson reported the Metro District has changed the time of their monthly Board meetings from 7:30 am to 8:30 am beginning in January 2015.

Mr. Larson reported the Board of Directors Election/Candidate Meet-and-Greet event will be held on February 11, 2015 from 7:00 pm to 8:00 pm in the CPHA Community Room. More information on this will be provided in the next Village Reporter and in the weekly email newsletter.

Mr. Larson reported the January 2015 Board Meeting will be held on Thursday, January 22, 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 Thursday, January 15, 2015 at 7:30 a.m.

X. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the December Board of Directors Meeting at 10:42 a.m.

Respectfully Submitted by,

Lisa Goodwin