

**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 15, 2017

ATTENDEES: Directors Terry O'Connor, President; Chuck Skinner, Vice President; 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, and Senior Administrator Lisa Goodwin.

OTHERS PRESENT: Residents: Joe Gschwendtner and Frank Jacobsen. Castle Pines Metropolitan District Manager Jeff Coufal.

EXCUSED: Linda Battin, Secretary.

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 8:05 am.

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. NOVEMBER 2017 MEETING MINUTES

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

Motion

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

Directors O'Connor and Jacob abstained due to having left the November meeting early.

IV. HOMEOWNERS REQUEST TO BE HEARD

No homeowners requested to be heard.

V. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

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

B. Capital Request, Canyon Club and Summit Club Access Control

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

- During the last pool season we had some issues regarding pool access, safety and security at the Canyon Club pool. As we continue to get increased activity at our pool facilities we need to address how we control access.
- A group of Committee members including Mr. Larson and Chief Plotke convened to discuss possible options to manage access into the pool facilities. The following concerns were addressed:
 - Opting for no changes would most likely result in the same issues happening in the future.
 - Additional staffing by pool management is both cost prohibitive and not always reliable. Signing in is also not an effective solution as people can give false names and addresses.
 - Installation of a card access system at the pools is a standard for most other communities. A card entry system will require education of Village residents so that children are not dropped off without a pass card. An access card will also provide important data on pool usage.

Director Skinner reported that residents told him that Patrol Officers surveilling and walking around at the pool looked both intimidating and inappropriate for our community. In addition, without a locked gate children playing at the park could wander into the pool area. Director Cooper reported that without a card entry system kids could walk over from the Village shops and easily enter the pool. Mr. Larson reported the gates themselves will need some modifications to facilitate closing appropriately and to help prevent “tailgating” entry.

Mr. Larson stated that when this program first begins we will need to post staff at the pools to assist residents with entry. Director O’Connor suggested that signs be posted

at the pools that an access card is required for entry. Mr. Larson reported that we would like to provide two laminated cards to each resident household at no charge. There will be a table at the Annual Meeting where residents can pick up their two cards. Cards will be given out free to current households, after that time residents will be required to purchase them at a cost of \$5.00 per card. If a resident loses or damages a card, they can be replaced at the same cost of a new card.

Motion Upon motion duly made and seconded, the Board unanimously approved the capital request of \$15,466.00 in capital expenditures and \$10,460.00 in operating expenses to purchase an access control system for the Summit Club and Canyon Club pool facilities, and authorize the General Manager to sign the agreement once the final terms have been negotiated with approved contractor SMG.

C. Nominating Committee Report

Director Cooper reported the following:

- The Nominating Committee of Directors Cooper, Battin and Jacob met on Tuesday, December 12 and reviewed all of the documents submitted for consideration.
- The Committee reviewed four individuals who submitted resumes to run for the Board of Directors and found that they met the criteria for inclusion on the election ballot.
- The Committee forwarded residents Wendy Ingraham, Susan Beane, Jack Ostrowski, and Charles Skinner to be included on the 2018 election ballot for the two open Board seats.

Mr. Larson discussed with the Board the election process and the requirement for notification to the community of the upcoming Annual Meeting in March 2018. Mr. Larson discussed with the Board the process to designate a proxy and the requirement for a proxy to be present at the Annual Meeting to cast their ballot. Mr. Larson asked the Board if any Board member anticipated not being present at the Annual Meeting, and therefore unable to cast a ballot should they be designated as a proxy.

D. Historical Marker Proposal

Resident and Castle Pines Metropolitan District Board Director Joe Gschwendtner was present before the Board to discuss the project of placing historical markers throughout the community. Mr. Gschwendtner provided a handout to the Board outlining the project from start to launch (*see attached handout*). Mr. Gschwendtner presented a large relief map marked with historical locations from the past 200 years.

Mr. Gschwendtner provided the following information in his presentation:

- The Board was shown a large relief map with designations of several historical locations throughout Castle Rock including: the location of Kit Carson's last campfire, the location of active rhyolite quarries in Castle Rock in the 1800's, Mr. Goldsby's acreage that was used to provide lumber for homesteading and mining activities, Mr. Lowell's ranch also used for timber retrieval, and Mr. Loak's acreage near the Village.
- An example of a wooden post similar to a "peace pole" was shown to the Board. The post would include a brass plate and a granite touchstone to commemorate the historical site.
- Mr. Gschwendtner asked that the Community Room be a designated space to curate historical exhibits –the walls to be decorated with photos and maps, and an area of the room be set aside for a display table featuring a scrapbook of photos and articles, and pamphlets about the historical project.
- Mr. Gschwendtner asked the Board to provide initial funding and access to utilizing the Community Room to help launch this project. Initial funding needed is approximately \$15,000.00 for the production, framing and mounting of historical pieces in the Community Room. Additional funding would be approximately \$20,000.00 for the commemorative markers.
- The Metro District would provide in-kind support to the project to include logistics and installation for the historical markers.

The Board thanked Mr. Gschwendtner for his efforts at producing this historical awareness program and agreed to provide him with the wall space in the Community Room. The Board agreed to provide Mr. Gschwendtner with access to the Community Room and \$10,000.00 in funding for visual items to be placed in the Community room.

Motion Upon motion duly made and seconded, the Board unanimously approved for Mr. Larson to expend no more than \$10,000 to provide visual items to be placed in the Community Room for the project as presented.

VII. INFORMATION/DIRECTION

Mr. Larson reported there were no items for consideration on this month's agenda.

VIII. MANAGEMENT/LIAISON REPORTS

A. Metropolitan District Items – Jeff Coufal

Mr. Coufal reported the street signs for Chase Lane are now in place. Mr. Larson reported that no homes in the community have an address on the former Lagae road,

now called Chase Lane. Mr. Larson added that only Gate 5 has a physical address on that road.

The Board discussed setting up a joint Board meeting on February 28. Director O'Connor stated that we must also set up a meeting between the Board and Committee Chairpersons in the first quarter of 2018.

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 December 2017 Board Package*).

Mr. Larson reported that resident Frank Jacobsen, chair of the Awareness Group, was present before the Board to discuss the Awareness Group's activities to date.

Mr. Jacobsen reported the following:

- The upgraded CPHA website will be launched in approximately two weeks.
- The promotional video that will be presented on the front page of the website will be designed to best highlight the four pillars of our community: the grounds, the security, the community, and the serenity.
- We would like to increase the community's participation on Twitter and Facebook. Our Twitter account will provide important and emergency notifications to the community. Our Facebook account will be for marketing purposes only – residents cannot post or comment to the page, however we need residents to "like" our Facebook page to help drive SEO for our website.
- Get Found Fast and Lisa Voss have provided excellent assistance in launching our awareness efforts. Get Found Fast has been working to develop our new website and to drive SEO for the site. We will be asking Get Found Fast to provide a proposal to us for handling our marketing efforts following the website completion.
- The Awareness Group is currently surveying all volunteers and will then look at surveying the community at large. The Board was provided a copy of the survey, asked to complete the survey and drop it off to Ms. Goodwin.

The Board thanked Mr. Jacobsen for his excellent work on this issue.

In addition to the written report, Mr. Larson reported the following:

- At the Coffee with the Manager's meeting earlier this month there was no negative feedback regarding the increase in dues assessments for 2018.
- Mr. Larson attended several sub association meetings to present the 2018 budget, and will continue to do so in 2018. Director Cooper reported that Mr. Larson's presentation at both the Coffee with the Manager's meeting and at the Village Lake Sub Association meeting was well done and well received.

- The Homes Association has been plowing the other two small spurs on Evening Star using the subcontractor Otto Snowplowing. The Metro District snow plow trucks cannot fit in these areas. We have asked that the Metro District reimburse the Homes Association for the snow plowing work, like the reimbursement the Metro District provides to sub associations. They will reimburse us at a cost per square yard which will be a fixed amount every year. Each one of the homes identified in the plat will have this service recorded in their files and it may also be recorded on the plat.
- The Board members are invited to the CPHA Holiday Luncheon today at 11:30 am in the Community Room.

C. Emergency Services (ES) Report

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

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

- ES responded to 759 incidents in November with five medical assists.
- There were 111,252 gate entries to include 32,972 guests for the month of November.
- ES is currently staffed at 32 employees. There are five candidates for Patrol that are undergoing the psychological review process for hiring.
- There are two candidates that are currently being considered for Access Control positions (Gate Officers).
- The open Corporal position (to be filled internally) is not yet ready to be filled based upon the experience level of current ES employees.
- The Utility Officer position will be filled after the first of the year.
- Red and green lights will be installed on the exit gate lanes to help prevent gate damage.
- Our alarm monitoring is up overall, and year to date – we attribute this to the round of letters that were sent out to the community addressing the covenant requirement to connect your alarm system.
- The ES Administrative Assistant Steve Camino will be working with Mr. Plotke to produce a more streamlined activity report for the Board.
- Despite a shortage of officers, E.S. preformed over 50 hours of dedicated traffic enforcement in November; ES Officers have done an excellent job in covering the safety, security and enforcement activities needed as we work to add new employees to our staff.

IX. FINANCIAL REPORT: NOVEMBER 2017

Mr. Jacob reported the Long Range Planning and Finance Committee (LRP&F) carefully reviewed all expense accounts in the 2018 budget in order to prevent negative variances going forward. Mr. Larson reported that we increased the expense amounts for several line items in the 2018 budget, however, we were also able to reduce overall expenses by approximately 1% - which is primarily attributed to reducing mitigation expenses. Director O'Connor stated that it is the nature of managing a community of this size and complexity that we will always have unanticipated expenses.

Director Jacob discussed the issue of bad debt expense with the Board. Director Jacob reported most of bad debt incurred in 2017 was due to one homeowner. Mr. Larson reported that a settlement with this homeowner will allow us to recover approximately half of what is owed.

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

Balance Sheet:

- There is one Certificate of Deposit that will come due in February 2018.
- The Guaranty Bank branch in the Village shops is closing and moving to a new location on Castle Pines Parkway (near the Starbucks). Guaranty Bank also purchased Castle Rock Bank in downtown Castle Rock.
- The credit balance on the snow removal receivable is due to having been paid twice. The credit will be applied into next year.

Income Statement:

- Administrative Labor Expense was anticipated to be negative for the year, however we have saved some money in other accounts within the Labor Expense category that have helped offset these costs.
- Attorneys Fee Expense is due to the copyright infringement issue.
- Mileage and Registration Expense includes the mileage expenses for the Covenant Compliance Coordinator.
- Regarding the expense for the CPHA dumpster, we could look at expanding the enclosure and adding an additional or larger dumpster. Waste Management will not service the dumpster six days a week in our area.
- The focus group for the recycling issue will meet in January.

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

- Building M&R expenses includes the replacement of a hot water heater at Gate 5 and some other small repairs at the gate houses.

- In anticipation of snow season, several tires were replaced on the patrol vehicles.
- Gate M&R expenses include part replacements needed for some gate arm malfunctions.
- Employee Appreciation expense includes gift cards given to the trainers of new employees.
- There were additional expenses for the CPR classes due to an unanticipated price increase for certification cards by the American Red Cross. Next year ES will add a babysitter CPR/First Aid course.

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

- Community Operations Expense, Trash Removal Expense did not include the 3% increase for 2017; we have not received any information on a rate increase for 2018 however we did budget for it.
- Janitorial Expenses includes the additional cleaning for the Canyon Club Pavilion.
- Trash Removal costs for the dumpster at the Summit Club have increased because of increased usage.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the November 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. Work with Jeff Coufal to schedule a combined CPMD/CPHA meeting for February 28, 2018.
2. Set up a joint meeting with Committee Chairs in early February.
3. Set up a "Meet the Board Candidate" event.
4. Add the medical types to the ES report (Chief Plotke)

The next Coffee with the Managers event will be held on an evening after March 12 to provide information for those residents that were unable to attend the Annual Meeting.

XI. IMPORTANT MEETING DATES

Mr. Larson reported the January 2018 Board Meeting will be an evening meeting to be held on Thursday, January 25, in the Castle Pines Homes Association Community Room located at 688 W Happy Canyon Road; 5:00 pm - Executive Session, 6:00 pm - Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on January 24.

XII. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the December Board of Directors meeting at 11:00 am.

Respectfully Submitted by,

Lisa Goodwin
Senior Administrator