

**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, February 15, 2013

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: Paul Dannels, Metropolitan District General Manager; Jon Gray, Metro District Engineer;

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 8:01 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 February 2013 Board Package)

Motion Upon motion duly made and seconded, the Board approved the January 2013 Board of Director meeting minutes with corrections as noted.

The Board discussed the issue of false fire/medical alarms from homes in the Village. Chief Grant reported false alarms can be caused by several factors including dust, burnt food on the cook top, and sawdust from construction. Chief Grant reported that Emergency Services is compiling statistics from last year's alarm calls to better determine the reasons for these false alarms. Mr. Larson reported this issue will be a topic for discussion at the March meeting of the Emergency Services Committee.

VI. FINANCIAL REPORT – Director Jacob
(See Tab #2 of the February 2013 Board Package)

Director Jacob presented the January 2013 Financial Report.

- Regarding the Capital Budget: there are no on-going capital projects at this time.
- Regarding the Balance Sheet: an CD investment was made with Mutual of Omaha Bank in the amount of \$200,000.

Director Dugan questioned the receivable for DRC fees and how the system works for the collection of those funds. Director Skinner asked if we could hold a DRC approval letter until such time as payment is received. Mr. Larson responded the process is to send up to three billing statements, and if payment has still not been made the amount due goes on the resident's assessments. The Board asked the Design Review Committee and the Long Range Planning & Finance Committee to look at the issue of outstanding DRC receivables for possible solutions.

- Transfer Fees in January increased due to increase in the number of closing on property transfers.
- Administrative Labor Expense, Payroll Expense, shows a positive variance, however part of the payroll was accrued back to 2012 as this is when the hours were actually worked.
- Emergency Services Operating Expense shows a positive variance in QuickPass Fees Expense. This amount is the anticipated lease expense for the car computers that have not yet been installed.
- Utilities Expense under all categories will collectively show a \$3,000 negative variance for the year. There was an 8% increase in billing by IREA, however only a 3% increase was anticipated at the time the budget was prepared and approved.
- Village Lake Operating Expense, Building Maintenance and Repair Expense, shows a negative variance due to the cost to replace the fire alarm panel that failed.

Director Dugan asked about the credit due under Lifeguard Expense. Mr. Larson responded we will have a reduction in billing for this year's lifeguard services which will include the amount of the credit due from last year.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the January 2013 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 February 2013 Board Package)

Mr. Larson reported ComputerShare is receiving proxies for this year's Board of Directors election, and the first report on the number of proxies received will be end of next week. Mr. Larson reported the proxy drop box will be picked up by ComputerShare one time, half way through to the date of the meeting. Director Dugan asked Mr. Larson to request that ComputerShare come out early in the week so the report can be submitted to the Board in a timely manner. Mr. Larson discussed with the Board the importance of proxies in establishing a quorum for the Annual Meeting of the Members.

Mr. Larson reported Don Somsy and Sean Owens would not be in attendance to provide a Quiet Zone update, however Director Battin would be providing the update. Director Battin reported she and Director Dugan met with Mr. Owens yesterday at the Douglas County office and reported the following update:

- The Union Pacific Railroad (UP) has not turned in their final construction estimate.
- Douglas County is going to submit their application to the Public Utilities Commission (PUC) without the estimate from UP.
- Judicial review of the application may delay the approval process by up to 60 days.
- Ms. Battin reported that Douglas County still anticipates a summer completion of the Quiet Zone.

Mr. Larson reported the CPHA Administrative Office will be closed on President's Day. Mr. Larson reported this holiday is not a construction holiday and Emergency Services will be fully operational.

Mr. Larson reported the Northstar development project is going well. Gate signs were used and an eblast was sent out regarding a road closure on Castle Pines Drive South between Providence and Prospect that will occur next week in order to complete some required utility work. Mr. Larson reported a reverse 911 call will also go out to residents in that area.

Mr. Larson reported Taylor Morrison has not yet started moving dirt from the Northstar project.

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

Chief Grant presented the Emergency Services report. *(See Tab #3 of the February 2013 Board Package.)*

Chief Grant reported:

- There were 615 incidents in January with five medical assists, slightly higher than same month last year.

- Staffing is presently at 33; ES is interviewing for two patrol officer positions. A new officer was recently hired, is in training, and is presently working at the gates to help reduce the number of overtime hours.
- There was only one gate damage incident in January.
- Homeowner assists were up primarily due to lock-outs and requests for car jump starts.
- The number of dogs off leash was lower this month, however this will typically fluctuate seasonally.
- There was an incident where two 13-year old boys, one a resident and the other a guest, built a fort on open space and proceeded to start a campfire. The Fire Department was called out and the fire was safely extinguished. A Notice of Violation was issued to both individuals and the South Metro Fire Department has required they take a fire safety course. The father of the boy who lives in the Village appeared at the February Enforcement Committee hearing. The Enforcement Committee asked that they be notified once the boys have completed the course.
- Trespassing incidents were mostly gate runners with a couple of solicitors.
- A missing child report was filed by a resident. The resident left her 8-year old child at home to walk the dog while she drove her other child to school. Upon returning home 20 minutes later the child was missing. Douglas County Sheriff's (DCSO) office responded and while on scene the child appeared after having taken an hour walk with a neighbor. The resident was invited to attend the next "Stranger Danger" program to be conducted by ES.
- Two CPR classes were held for staff. CPR classes are also offered to residents during the year.
- Requests have been received to offer a women's self defense class to be conducted by the DCSO.

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

Mr. Dannels reported the AMI program is almost complete and thanked Mr. Larson for allowing CPMD to place a transmitter at the Summit Club to help in monitoring the water meters for residents in the Summit area.

Mr. Gray provided a handout on traffic calming (see attached handout) and reported the following:

- The entire Village was surveyed and areas in need of traffic calming devices were identified; these areas were primarily on thoroughfares.
- Areas circled in red on the handout are first priority.
- A comprehensive plan for traffic calming is being developed to include the following options for consideration: speed tables, speed humps, traffic circles and short medians.
- A list of "high speeding" areas was provided by ES and CPMD is looking at that to create areas of priority.
- Last year's plans to build raised speed humps inside Gate 2 became highly controversial and the project was put on hold. CPMD is now proposing raised

medians with curb and gutter; an option that is significantly more expensive than speed humps but considered to be more appealing and attractive to the area.

- Traffic monitoring devices installed on Castle Pines Drive South reported that 30% of all drivers on this roadway are speeding.
- The traffic calming plan will be a work in progress over the coming year.

Director Dugan stated that speed humps are not “reflective of the quality of our neighborhood.”

Director Dugan stated there seems to be an “inconsistency or disconnect between the number of speeding violations issued per day (an average of 1 per day) and the number of drivers that have been recorded as speeding on Castle Pines Drive South” (30% as per the report from the device installed by CPMD). Mr. Larson acknowledged the point and responded he would direct the ESC to research the issue and report back to the Board. Chief Grant reported it is ES policy to be highly visible so that drivers will slow down when they see the patrol car.

Director Battin stated that a raised median looks nice and slows cars down. Mr. Dannels reported that due to safety concerns for pedestrians inside of Gate 2, they are also looking at raised walkways similar to what is on the north side of the Village. Director Battin asked why not stripe the roadway for a pedestrian walkway first before installing a raised walkway. Mr. Gray stated if a solution is not reached, the Metro District will have to post signs as a liability requirement. Director Dugan stated that if the decision is to utilize speed tables, then the Metro District must ensure they do a good job of installing them.

VII. ACTION ITEMS

A. Resolution for Addition to the Rules and Regulations – Mark Larson
(For previous discussion on this topic see January 2013 Board Packet, VII. Action Items, Item B. Resolution for Addition to the Rules and Regulations)

Mr. Larson reported the Board at the January meeting approved the language of the resolution which deals with Village access of delivery and service personnel on Sundays. The Board briefly discussed the comments made by residents.

Motion Upon motion duly made and seconded, the Board adopted the recommendation made to change the language within the proposed resolution to “...before 7 am and after 6 pm”.

The Board discussed if it would be appropriate to once again solicit comments from the community based upon this change to the wording. Director Battin commented that we are not changing the intent of the resolution we are only clarifying the wording. Mr. Larson reported the resolution will be re-drafted with the change to the language and then presented to the Board in March for final approval.

B. Survey/Lot Line Correction – Mark Larson
(See attached handout of slideshow presentation)

Mr. Larson presented a slide on the Northstar development project. Mr. Larson reported there is an area near Remington Place where survey errors were made back in the 1980's and during the initial platting process. Mr. Larson reported that two Quit Claim Deeds would resolve the issue: (1) 2.69 square feet from the CPHA to Taylor Morrison, and (2) 300+ square feet to the Castle Pines Homes Association from the Castle Pines Land Company. Mr. Larson stated this would essentially be a "swap of open space parcels". Director Dugan made the recommendation that the Board agree to these two Quit Claim Deeds and proposed the motion for acceptance.

Motion Upon motion duly made and seconded, the Board unanimously accepted the recommendation to enter into the two Quit Claim deeds as presented.

C. Appointment of Member to the Design Review Committee

Motion Upon motion duly made and seconded, the Board unanimously accepted the nomination of Allan Brandt to the Design Review Committee.

Mr. Larson reported Mr. Brandt's nomination to the DRC would be formally approved at the Annual Meeting of the Members on March 11th.

D. Gate Staffing Hours Proposal
(see attached handout of slide presentation)

Mr. Larson presented several slides on gate staffing hours, traffic numbers and recommendations for gate hour staffing modifications. Regarding the current gate staffing hours, by gate, Mr. Larson reported the following:

- There are approximately 327 guests per month entering Gate 3 on Sundays.
- 99% of guests through Gate 4 enter between 6:15 am and 10 pm; there are approximately 3-5 guests per night between 10 pm and midnight.
- There are approximately 630 guests per month entering Gate 5 on Sundays; this number will fluctuate seasonally.

Mr. Larson made the following staffing recommendations to be adopted on April 1st of this year:

- Reduce Gate 4 staffing hours back to 10 pm from midnight.
 - During unstaffed hours guests can enter the Village at that location using an access code or can go to Gate 1 for assistance.
 - 99% of visitor traffic will be served during these hours.
- Eliminate staffing on Sunday at Gate 3.
 - During unstaffed hours guests can enter the Village at that location using an access code or can go to Gate 1 for assistance.
- Install a phone entry system at Gate 3.
 - Identical to the one at Gate 2.

Mr. Larson reported the following cost considerations:

- Approximately \$24,500 in savings from April to December would be realized through the implementation of these revised staffing hours.
- There is a \$4,800 net installation cost for the Gate 3 phone system.
- The net cost reduction would be \$19,670.
- Future year savings in personnel costs would be approximately \$32,760 annually.

Director Dugan asked what would be the cost to keep the staff on until midnight at Gate 4. Mr. Larson reported the net cost reduction would be reduced by approximately \$15,000 due to overtime; almost half of the total personnel cost savings. Director Dugan stated he was concerned about parity to the south side of the Village in comparison to those on the north side who have access to Gate 1 24/7. Director Battin commented that we have to make some tough decisions with our budget, and that Gate 1 will become a central hub for the whole community to assist guest entry during nonstaffed gate hours.

Motion Upon motion duly made and seconded, the Board unanimously accepted the recommendations to gate staffing hours as presented.

VIII. Information/Direction

No topics on the agenda

X. IMPORTANT MEETING DATES

Mr. Larson reported the March 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, March 15, 2013, 7:00 am Executive Session, 8:00 am Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, February 28, 2013 at 7:30 am.

The Annual Meeting of the Members will be held on Monday, March 11th at 7 pm at Cielo at Castle Pines.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the February Board of Directors Meeting at 10:35 am.

Respectfully Submitted by,

Lisa Goodwin