

**Castle Pines Homes Association
Board of Directors**

Executive and Regular Meetings

Castle Pines Homes Association Building

688 Happy Canyon Road

Castle Rock, CO 80108

Friday March 21, 2008

ATTENDEES: Directors Jerry Raskin, President; Ed Will, Vice President; Dan Roth, Treasurer; Leigh Kahn, Secretary; Director Jim Walker. Present from the CPHA Staff were: General Manager Mark Larson, DRC Administrator Jerry Winkelman, Standards Monitor Jo Lewis, Chief of Emergency Services Drew Grant and Administrator Lisa Goodwin.

EXCUSED:

OTHERS PRESENT: Residents Monica Flinner-Ross, Al Dugan, Bill Kingery, Nancy Allen, Arlene Raskin, Gina Gerken, Marti Jones, and Paul Dannels, General Manager for the Castle Pines Metro District.

MEETING AGENDA: Attached

I. EXECUTIVE SESSION

The Board of Directors met in an executive session and discussed personnel matters and legal advice with respect to various issues in the Village.

II. CALL TO ORDER

The general meeting was called to order at 8:05 a.m.

III. CONFLICT OF INTEREST DISCLOSURE

Board members should 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

Motion Upon motion duly made and seconded the Board unanimously approved to accept the February 15, 2008 Board of Director meeting minutes as presented.

V. FINANCIAL REPORT

Al Dugan of the Long Range Planning and Finance Committee presented the February Financial Report. The Board discussed tracking legal expenses, costs required for Village beautification this year and the idea of conducting a Village-wide survey to determine resident priorities for future HA spending.

Motion Upon motion duly made and seconded the Board unanimously approved to accept the February 2008 Financial Report.

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

There were no Homeowner requests to be heard.

VII. DEPARTMENT REPORTS

A. Management Report--Mark Larson

Mark Larson, General Manager of the Castle Pines Homes Association, presented his Management Report. Mark will be out of the office on April 10-11. The HA office has been receiving calls from residents on two issues related to trash: trash being picked up too early in the morning, and the request to use trash cans or totes. The Board requested that the Trash Committee convene to discuss these issues and come back with their recommendations at the next board meeting. *See attached report.*

B. Design Review Committee Report--Jerry Winkelman

Jerry Winkelman, Design Review Administrator presented the DRC report. Landscaping projects have picked up considerably as we move into spring weather. The efforts by the DRC to update and revise the landscape and plant guide are in its final stages. The Cielo project is underway with excavation. The Board received a resident concern about the Cielo project asking why the Board would approve this type of commercial project within the Village. The Board stated that this property is zoned as Com-1 and the Village does have a several commercially zoned areas within its borders. To develop these parcels the owner/builder must go through the DRC approval process prior to construction to review concepts and aesthetics, such as lighting, screening, traffic issues and noise issues, but they do not require approval from the CPHA as to what type of business will be put there. The owners of Cielo, who are also Village residents, came to the Board approximately one year ago to do a presentation on the project. Shortly thereafter an article ran in the VR describing the project. *See attached report.*

C. Emergency Services Report--Mark Larson

Mark Larson presented the Emergency Services report. Drew Grant was introduced as the new Chief of Emergency Services, having started on Monday of this week. He is also a resident of the Village living in the Village Lake area for the last 4 years. Drew has worked with the Douglas County Sheriff's office and with the District Attorney's office. He is a graduate of the FBI national academy and has also been a police officer. Drew stated to the Board that he has begun the interview process to fill vacancies on the ES staff. He has carefully reviewed the policy and procedure manual and has spent time at each gate to learn more about the issue of access control. He informed the Board that he intends to concentrate on the performance of ES staff in assisting residents from a customer service perspective; stating that ES will be focusing on a "culture of service". The Board responded that staff retention at ES is a primary area of concern and asked that Drew communicate back to the Board on what he may need to help facilitate this. The Board officially welcomed Drew Grant to the Homes Association team and stated that they are looking forward to working with him. *See attached report.*

VIII. NEW BUSINESS

A. Wildlife Committee: Wildlife Protection Principle

Residents Arlene Raskin, Gina Gerken and Nancy Allen, members of the Wildlife Committee presented to the Board their recommendation for a Wildlife Protection Principle to be adopted by the Homes Association. They asked for the Board's support in their efforts to educate the residents on how to co-exist with wildlife in the Village. The Board stated that the covenants are clear in that our pets are considered "household pets" and the use of invisible fences was not taken into consideration at the time the covenants were crafted. Rodents (such as mice, rats, voles, prairie dogs) that enter your residence can be exterminated however the CPHA covenants do not allow either loaded firearms or the shooting of firearms within the Village. The Board stated that the policy needs to incorporate the language of all related covenants, and include a statement indicating the resident's right to be able to exterminate rodents. The Wildlife Committee will be holding a community meeting at the Homes Association featuring a representative from the CO Division of Wildlife, along with a free pancake breakfast, to discuss the issue of coyotes in the Village. The Board asked that the Wildlife Committee take all of the comments presented into consideration, revise the policy and come back to the Board with their recommendations. Mark Larson presented a resolution regarding the violation of the following four activities as detailed in the rules and regulations: (1) the hunting and shooting of wildlife in the Village, (2) The discharge of a firearm in the Village, (3) the harassment of wildlife in the Village, and (4) the possession of a loaded firearm in the Village; requesting that the penalty of a presumptive fine of \$100 per each one of these violations be changed to a mandatory hearing by the Enforcement Committee.

Motion Upon motion duly made and seconded the Board unanimously approved the resolution as presented to change the presumptive fine of \$100 to a mandatory Enforcement Committee Hearing for the violation of the following rules and regulations: III(5) Wildlife, V(9) Hunting, V(10) Firearms, V(11) Discharge of firearms.

B. Parks and Recreation Capital Request

A capital request for the purchase for landscaping equipment was presented to the Board.

Motion Upon motion duly made and seconded the Board unanimously approved the Capital Request from the Parks and Recreation Committee of \$8,157.03 for the purchase of landscape maintenance equipment (utility cart, leaf blower, weed eater and lawn mower) for the purpose of maintaining common landscaping areas within the Village.

C. Association Collection Process--Mark Larson

A power point presentation was presented to the Board on the Homes Association's process for the collection of fines. For delinquent accounts, the following process applies: (1) each resident is given the opportunity to be heard at an Enforcement Committee hearing or to pay the fine, (2) each resident is allowed an amount of time to correct the stated violation, (3) the EC meets each month to deal with violations related to traffic, the rules and regulations and design review, (4) the offender is notified of the EC hearing, (5) the Board is the venue for appeal, (6) a fine is assessed and put on the books after the EC's grace period or after an appeal is heard by the board,

(7) the offender is notified that the fine or sanction is imposed--there is an average of 90 days provided in which to resolve a violation, (8) the resident receives a statement if there is an outstanding balance due--2% interest/month is assessed on outstanding balances and a \$25 late fee is assessed on balances more than 30 days delinquent, (9) cases are referred to the HA's legal representation after 90 days and in excess of \$1000 delinquent--a demand letter is prepared and sent, a lien is filed, and court action is taken if payment or arrangements are not met, (10) delinquent amount can be collected if the house is sold--via a lien and as noted on the status letter for the property, (11) legal fees are added to all delinquent accounts, (12) interest and late fees will continue to accrue. The Board stated that every violation as a matter of policy should include a dated photograph.

IX. OTHER BUSINESS

A. Audit Engagement Letter

Kim Higgins of the LRP&F committee reviewed the increase of fees over last year and determined that the new increased charges are approximately 15% lower than what other firms would charge us for the same service. There were 8 major changes made by the Accounting Standards Board on how to conduct audits, and as a result accounting firms increased the rates charged for audits. Al Dugan, Chair of the LRP&F stated that it was too late in the year to start a bidding process for auditing services, but we can do this for next year.

Motion Upon motion duly made and seconded the Board unanimously approved the engagement contract for an audit of the financial statement of the Homes Association to be conducted by Guy Andrus for the fee of \$7,400 plus additional costs as detailed in the letter.

B. Summit Club--Jack Vickers III

Jack Vickers was not in attendance. Dan Roth stated that the water and irrigation lines are presently being done, however there are a lot of rocks in the ground that they did not anticipate. The Board stated that they are concerned about the delays and the completion date; and there will be serious discussions with the builder on these issues. We are hoping to see completion and opening of the facility this summer.

C. Access Control Update--Mark Larson

Mark stated that he and Drew have had several discussions on this issue. In 2004, ES at an offsite meeting came up with a statement of "core values": professional, respect, integrity, compassion. An ES culture supporting these core values will be reinstated and reinforced. Areas of concern include: interpersonal interaction, phone etiquette, access control, calls for service, and a willingness to assist. For new employees: the core values, public service, team work, and department standards (appearance, interpersonal relations, and management standards) will be instilled from the beginning. The Board asked Drew to look at the process of hiring with the Enforcement Committee and determine how it can be optimized.

D. Gate 3 Update--Mark Larson

Pictures of Gate 3 were shown. From 7 am to 8 pm the metal swing gate will be in the open position, the metal gate arm will be down at all times and has a sensor on it to detect if there is an object (ie: car) underneath it. The Metro District will be paving the roadway that goes up to their well area right next to the gate. The Board asked Metro if they could also extend the curb area around the "pull off" area for better aesthetics. The lift gates take 13.2 seconds to rise up, and the swing gates take 10 seconds to open.

E. 2 Borealis Way--Mark Larson

There is presently a 30 day grace period before initiating the process of sole control over the joint checking account.

D. Water Conservation--Mark Larson

At Metro's last Board meeting the Metro Board said that given the feedback from the community meeting held to discuss the proposed tiered rate structure they had more work to do before adopting a new rate plan, so they are presently reevaluating it.

E. Incorporation Update--Mark Larson

The incorporation process is presently on hold.

Additional Board Discussion

The Board stated that they were concerned that two of the candidates running for the open board positions have not attended a single board meeting.

Resolution of Appreciation to Ms. Leigh Kahn

A resolution of appreciation was presented by the Board to Leigh Kahn for her dedication to service to the Homes Association from 2005 to 2008. Ms. Kahn was also presented with an engraved plaque and commemorative gift.

X. IMPORTANT MEETING DATES

The April 2008 Board Meeting will be held in the Castle Pines Homes Association conference room located at 688 Happy Canyon Road, Castle Rock on Friday, April 18, 2008, 7:00 a.m. Executive Session, 8:00 a.m. Regular Meeting.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded the Board unanimously approved to adjourn the March Board of Directors Meeting at 11:40 am.

Respectfully Submitted by,

Lisa Goodwin
Administrator