

**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, May 17, 2013**

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

**OTHERS PRESENT:** Paul Dannels, Metropolitan District General Manager and Jon Gray, District Engineer; Residents: Don Diones, and Gene Roberts.

**EXCUSED:**

**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 8:05 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 May 2013 Board Package)*

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

Director Dugan abstained indicating that he had not had the opportunity to review the April Board minutes in advance of the meeting.

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

Director Jacob presented the April 2013 Financial Report.

- Regarding the Balance Sheet: the LRP&F recommends moving approximately \$500,000 to \$600,000 into a Certificate of Deposit to increase funding for the reserve account. LRP&F committee member Don Watson is presently comparing CD's for the best investment opportunity.
- Regarding the Income Statement: the anticipated consolidation of two cluster lots has not yet occurred due to the owner having some issues with his bank.
- Design Review Fees are currently running positive to budget.
- Administrative Labor Payroll Expense reflects fewer hours worked by the part time Landscape Technicians, and the hiring of only one assistant this year for our seasonal landscape and flower installer, Karla Estey.
- Employee Deductible Expense includes the payment to one employee that exceeded their individual deductible.
- Administrative Operating Expense, Attorneys Fees Expense includes the cost for an agreement with a developer.
- The allowance for Bad Debt Expense on the Balance Sheet has been over-budgeted for the year by approximately \$130,000. The LRP&F recommends reducing Bad Debt Expense on the Income Statement in order to bring the Allowance for Bad Debt Expense Category on the Balance sheet more in line with yearly projections.
- Emergency Services Operating Expense, QuickPass Expense continues to show a positive variance due to not having spent the funds to install computers in the patrol vehicles.
- Emergency Services Operating Expense, Equipment Maintenance and Repair Expense does not yet include the anticipated insurance payment of \$6,200 for repairs to Gate 2.
- Given current budget and anticipated expenses there is the possibility of a \$370,000 positive variance in expenses at year end.

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

Douglas County Engineer, Sean Owens, and resident Don Somsky were not present to provide an update on the train whistle/Quiet Zone issue. *(For previous discussion on this issue see the April Board Packet, VII. Management Report, Item A. "Manager's Report".)* Mr. Larson reported that Mr. Owens has informed the CPHA that currently no protests of the proposed Quiet Zone have been received and period for public comment is nearly completed.

Director Battin reported the 30-day referral period for comments on the Quiet Zone application will expire at the end of May. Director Skinner suggested that when the Quiet Zone is completed we have a ceremony/reception for Mr. Owens and Mr. Somsky.

Mr. Larson reported the community pools will be opening on Saturday, May 25<sup>th</sup>.

Director Dugan stated that at last month's Board meeting he made several suggestions regarding the speeding fines and asked what progress had been made on this issue. Mr. Larson stated he had forgotten to include this item on the agenda for this month's Emergency Services Committee meeting so the issue was not discussed.

Director Skinner stated the minutes from the April Board meeting indicated that the Metro District would be completing their traffic study in two weeks. Mr. Dannels reported the traffic study has not been completed due to inclement weather. Mr. Dannels reported they are doing the study now and will have it done in time for the June Board meeting.

Regarding the R47/49 development project, Mr. Larson reported the developer is almost done moving dirt.

Mr. Larson reported that he and Mr. Dannels met with a representative from the School District's Bus department to discuss moving the school bus stop at Mirage for the next school year. Mr. Dannels reported the Metro District is going to rebuild the area around this stop so that residents picking up their children can safely park their cars; current parking is in the middle of the street which causes children to be walking or running in the street. Director Skinner stated he was concerned that residents will pull their cars off onto the grass in the Starbuck area.

Director Skinner stated inside Gates 3 and 4 the shoulder was repaired but now it is destroyed again. Mr. Dannels reported the Metro District will be putting the posts back in to help the grass in those areas to grow.

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

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

Chief Grant reported:

- There were 600 incidents in April with five medical assists.

- QuickPass reported entries are up 13,000 over the previous month; the number of access codes requested has also increased over last month.
- To date 168 people have signed up for the Gate 3 phone system.
- There have been 10 gate damage incidents in just the past week. Damage has occurred in both the visitor lanes and the resident lanes.
- Two patrol officers left the department last month. ES is currently in the process of hiring 5 new officers.
- Traffic patrol has been active in the twelve areas that were indicated by the Metro District to have excessive speeding.

Director O'Connor asked Chief Grant where ES finds candidates. Chief Grant responded we post a listing at the Post Academy at Aurora Community College and at the EMT school, as well as Craig's List.

Director Battin asked if the category of loose dogs includes dogs off leash. Chief Grant responded that often they occur together.

Director O'Connor stated ES is never fully staffed and suggested that in an effort to find and retain people we consider offering a signing bonus to employees that refer a candidate that we end up hiring. Chief Grant responded one of the biggest challenges for ES is finding people to fill the graveyard and weekend shifts. Chief Grant stated we offer a good benefits package, opportunities to move up and pay rate increases. Director O'Connor asked if Chief Grant had a discussion with the ESC on creative methods to find candidates. Chief Grant responded that in the last two years ES has had no issue attracting applicants.

Director Dugan stated there are anomalies on the ES incident report for April and asked Mr. Larson to reflect upon and investigate the following items:

- Trespassing is up 100%.
- Suspicious incidents are up.
- Traffic violations for residents have increased from 44 to 52, but for non-residents they have dropped from 77 to 29.
- Traffic accidents have increased from 1 to 6.
- Parking violations.

### **C. Castle Pines Metropolitan District (CPMD) Items – Paul Dannels, General Manager.**

Mr. Dannels reported the full perimeter of the community has been surveyed and all fence posts have been assigned a GPS location. Mr. Gray reported the Metro District hired Mark Button from Visual Environments to create a report on our perimeter fencing. Mr. Gray provided a handout of the completed report (*see attached handout*). Mr. Gray reported the worst area is the wood fencing along Happy Canyon Road with the fence along that area deteriorating due to age.

Mr. Gray reported that along with the GPS locations they are also planning to do surveying followed by a title search to identify the owner of the property the fence line is on, thereby determining both responsibility and cost sharing opportunities. Mr. Gray

reported the perimeter fencing is on right of ways, wildlife corridors, CPHA property and private property. Mr. Gray reported it will cost approximately \$1 million to repair the entire perimeter fencing, and that he will be coming back to the Board with a multi-year plan for this project.

Mr. Gray also reported the following updates:

- No trespassing signs will be installed near the area bordering the Meadows Extension project. The Metro Board is working with the CPHA Board on landscaping options for screening.
- The traffic mitigation study is ongoing. Metro is analyzing the information and discussing possible solutions. A full update will be provided at the next Board meeting.
- Metro has begun a project to improve and repair the retention basins in the community to include the one at Meteor Place and the one by Mirage pond.
- Metro is working on correcting damage to the right of ways.

Director Dugan stated that it appears we are working toward obtaining data and increasing traffic enforcement within the Village and we should move forward on the education aspect involved in deterring speeding in the Village. Director Dugan suggested the Village Communications Committee (VCC) discuss possibilities for a “catchy phrase” to help draw attention to this issue. Director Battin stated she would bring this issue to the VCC chair.

## **VII. ACTION ITEMS**

### **A. Emergency Services Capital Request – Mark Larson**

**Motion** Upon motion duly made and seconded, the Board unanimously approved the Emergency Services capital request of \$5,781 to replace the heating/air conditioning units at Gates 3 and 5.

### **B. Appointment of Member to the Wildlife Committee – Mark Larson**

**Motion** Upon motion duly made and seconded, the Board unanimously approved the appointment of resident Lisa Marquardt to the Wildlife Committee.

### **C. CPHA Vision and Guiding Principles – Director Skinner** *(See attached handout of slides)*

Director Skinner reported that time and effort was spent and a great deal of input was contributed to create a tag line for our community. Director Skinner reported the decision was made to use the statement “Exceptional Living, Exclusively Colorado” as the community’s tag line/vision.

Director O’Connor stated that although we spent a lot of time on creating the tag line it is not cast in stone so that over time the tag line/vision can be reevaluated by the Board. Director O’Connor stated on behalf of the Board that he would like to commend Director

Skinner for his leadership and personal vision in leading the Board and Committees through this initiative.

Director Skinner stated the most impressive organizations have a set of principles that portray their values. Director Skinner reported this was presented at the Annual Meeting and residents provided input. Director Skinner stated the CPHA Board, staff, and committees would use this document for guidance in making decisions. Director Skinner stated it is a working document and should be reviewed annually and modified as needed.

#### Castle Pines Homes Association's Guiding Principles

- We will follow legal and ethical practices
- We will enforce Village covenants
- We are respectful of residents, guests and staff
- We are fiscally responsible
- We will work diligently to protect property values
- We will adhere to CPV-type quality
- We act to protect our natural environment
- We act to enhance our quality of life
- We act to foster a sense of community

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adopt the tag line/vision to be used by itself or in addition to the Castle Pines Village logo.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adopt the principles as presented and to be publicized within the Village and the Committees.

### VIII. Information/Direction

#### **A. Resident Request for Fencing Around Community Ponds – Mark Larson**

Mr. Larson reported that a young man, a high school student and resident of the Village, wrote the letter included in the Board packet as a part of a community service project for school. Mr. Larson reported the CPHA owns the pond at Gate 1, however the other ponds are owned by either the Golf Club, the Country Club or the Metro District.

Director O'Connor asked if there would be any problem with the CPHA approaching the Country Club, Golf Club and Metro District to request they post signs and/or put up fencing around the ponds during the winter months. Mr. Larson and Mr. Dannels stated they would go together to speak to the Country Club. Mr. Dannels reported the Metro District posted "Danger Thin Ice" signs and "No Trespassing" signs at their ponds during the winter time and taken down during the summer time.

Director O'Connor suggested that we determine what is feasible and then create an action plan. Director O'Connor stated we need to reply to the young man and thank him

for bringing this issue to the Board's attention. Mr. Larson reported he would respond to the resident today.

**B. Access Control Update** – Mark Larson, Chief Grant  
(see attached handout of slides)

Mr. Larson presented slides on the traffic counts by month for the first quarter of this year.

**X. IMPORTANT MEETING DATES**

Mr. Larson reported the June 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, June 21, 2013, 7:00 am Executive Session, 8:00 am Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, June 20, 2013 at 7:30 am.

The Board of Directors moved the July Board meeting to July 12<sup>th</sup> and the October Board meeting to October 11<sup>th</sup>.

**XI. ADJOURNMENT**

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adjourn the May Board of Directors Meeting at 9:45 am.

Respectfully Submitted by,

Lisa Goodwin