

**Castle Pines Homes Association
Board of Directors**

Executive and Regular Meetings

Castle Pines Homes Association
688 W Happy Canyon Road Castle Rock, CO 80108

Tuesday, September 13, 2011

ATTENDEES: Directors Al Dugan, President; Jim Walker, Vice President; Len Jacob, Treasurer; Kim Wagner, Secretary; Linda Battin, 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: Jon Gray from the Metropolitan District; Jack Vickers III, Jake Schroeder and Matt Buster from Aslan/Riverdell; residents: Chuck Skinner, Carl and Susan Barnhill, Matt and Theresa Levar, Terry O'Connor, and Monica Flinger-Ross.

EXCUSED: N/A

MEETING AGENDA: See attached.

I. EXECUTIVE SESSION

The Board of Directors met in an executive session and discussed legal and personnel matters. There was additional discussion regarding the Annual Volunteer Recognition dinner and the revisions to the Rules and Regulations document, both were also discussed in open session.

II. CALL TO ORDER

The general meeting was called to order at 8:00 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

Motion Upon motion duly made and seconded, the Board approved the August 19, 2011 Board of Director meeting minutes with corrections as noted.

V. FINANCIAL REPORT – Director Jacob
(See Tab #3 of the September 2011 Board Package)

Director Jacob presented the August 2011 Financial Report.

Director Jacob reported:

- Regarding the Balance Sheet, Key Bank accounts are over the FDIC limit. Funds will be drawn for the Gate 1 gate house project, but other funds continue to be added. The Board recommended opening a new account with Guarantee Bank and moving the excess funds to that account.
- Regarding the Income and Expense Statement, there is a slight positive variance in DRC revenue.
- Administrative Labor Expense is anticipated to come in \$30,000 positive for the year.
- Administrative Operating Expense is expected to come in on budget.
- Emergency Services Operating Expense is expected to be \$10,000 negative for the year due to the lease payment made earlier in the year.
- There is a negative variance in Equipment Maintenance and Repair Expense due to the expense last month to update equipment, provide gate maintenance, and conduct a performance review of gate equipment.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the August 2011 Financial Report as presented.

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

Resident Matt Levar, from 5105 Ten Mile Place, requested to be heard on the issue of the North Meadows Extension to I-25. The Board stated the issue was on the agenda at a later time however Mr. Levar could not stay for the duration of the meeting.

Mr. Levar stated the homeowners on the south side of the Village, particularly those on Ten Mile Place, would be adversely affected by this new road in multiple ways. Mr. Levar detailed the following concerns in regard to the planned roadway along the southern border of the Village : (1) the issue of security due to the increased number of cars, bicyclists and pedestrians traveling down Castlegate, (2) the issue of excessive noise due to increased traffic on Castlegate, (3) the issue of exhaust fumes due to trucks and other vehicle traffic on Castlegate, and (4) the issue of deteriorating property values due to having a major highway so close to the homes on the south side of the Village.

Director Walker reported there were two different possibilities for how this road will be built at Castlegate, either an underpass option or an overpass option where it intersects with I-25; the underpass is more expensive but will not have the elevation necessary for an overpass. Director Walker reported the Board has worked hard over the last several years to not have the Castlegate road selected, that effort was unsuccessful and now

that Castlegate has been selected, the Board plans to work hard to minimize the impact to our community.

Director Dugan reported the Board responded in writing to the Town of Castle Rock on the issue of noise, light and sound pollution when the Environmental Assessment report was released over a year ago. Mr. Levar asked if a “baseline” for an acceptable decibel level for traffic noise could be determined, and could we then negotiate with the Town of Castle Rock based on this acceptable level. Director Dugan reported CDOT is required to mitigate noise levels when it exceeds a certain decibel limit, however this limit is very high.

Director Walker stated the Board is planning to respond to the Town of Castle Rock before the construction process begins. (*Further discussion on this issue occurred later on the agenda*)

VII. MANAGEMENT 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 September 2011 Board Package*)

Mr. Larson reported a public open house regarding the North Meadows Extension would be held at the Castle Rock Middle School on Thursday, September 15th from 5 pm to 7 pm.

Mr. Larson reported the Board has approved the Communications Committee’s request to hold the Annual Volunteer Recognition Dinner in October of this year. Director Battin reported this would be the fifth annual event, to be held on Tuesday, October 11th at Cielo of Castle Pines. Director Battin added a “Save the Date” email would be sent out to all CPHA community volunteers later this week.

Mr. Larson reported the Canyon Club and Summit Club pools closed for the season on Tuesday, September 6th; and the Village Lake Fitness Center (VLFC) pool will remain open through Sunday, October 2nd. Mr. Larson reported the Canyon Club and Summit Club pools operated very smoothly this summer; however there were some issues with the VLFC pool to include temperature issues and repairs to the pool pump in the spa. Mr. Larson reported he and the Parks and Recreation Committee would be meeting with Apollo Aquatics to do a season-end recap and to discuss exercising the second year option within their agreement.

B. Design Review Committee (DRC) Report – Director Walker

Director Walker reported DRC activity has picked up; they continue to see remodels and will be reviewing two new homes, at the conceptual level, at the next DRC meeting this Wednesday.

Mr. Larson reported there is a buyer scheduled to close on Covelo Wall LLC's 19 remaining lots in Village Lake by the end of this month. Mr. Larson reported the buyer has presented home designs to the DRC that are very similar to what Covelo had originally planned.

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

Chief Grant presented the Emergency Services report. (*See Tab #3 of the September 2011 Board Package.*)

Chief Grant provided a handout of the revised ES statistics for the month of August (*see handout*).

Chief Grant reported:

- There were 505 incidents for August; homeowner assists were up for the month.
- Property damage incidents were up for August; 10 of those due to damaged gate arms.
- There was a suspicious person/vehicle incident on the south side of the Village. Several individuals were caught by ES patrol coming over from near the apartment community on Castlegate.
- There were three medical assists; one was due to difficulty breathing and an individual lost consciousness on the Golf Club course. The individual that lost consciousness on the Golf Club course was transported to the hospital and early reports are that he is doing okay.
- Access Control highlights included 183,000 total entries at the gates for the month of August.
- Officer Ken Graham was promoted to Sergeant. Officer Dale Pemberton was promoted to Field Training Officer for Patrol. ES is presently looking to fill one vacant dispatcher position and two patrol positions.
- QuickPass invited Chief Grant and Officer Graham to attend a special working session/seminar offsite, to include other high-end gated communities, for the purpose of discussing service opportunities and improvements in procedures and processes for the access control system. QuickPass will pay all costs of travel and lodging. The Board approved the request to send Chief Grant and Sgt. Ken Graham to this working session in Las Vegas, Nevada.

VIII. ACTION ITEMS

A. Sterling Estates Payout Request (Gate 1)

Mr. Larson presented a payout request for work completed at Gate 1 to the Board for their consideration. Mr. Larson reported the payout was reviewed and approved by the Gate 1 Building Group and the Long Range Planning and Finance Committee.

Motion Upon motion duly made and seconded, the Board unanimously approved the payout request to Sterling Estates in the amount of \$62,027.60.

IX. INFORMATION/DIRECTION

B. Rules and Regulations Discussion – Mark Larson

Advanced on the Agenda

Mr. Larson reported that over the years the Board has adopted resolutions that have modified the Rules and Regulations document, but have never been incorporated into the document itself. Mr. Larson stated these resolutions are highlighted in “blue” on the document in the Board packet. Mr. Larson added the Board requested late last year that other modifications be made to the document and these items are highlighted in “red” on the document. Mr. Larson reported the goal is to bring the revised document back to the Board next month as a draft for approval and then posted on the CPHA website for resident comment. Mr. Larson added that following a period for resident comment, the document would be presented to the Board for final approval at the end of the year and could then be distributed in the Board packet for the Annual Meeting of the Members.

Director Dugan reported there would be a Board workshop before next month’s Board meeting to review the document and give final approval before submitting it to resident review. Director Dugan asked Mr. Larson to set up a community forum(s) for resident feedback. Resident and Chair of the Parks and Recreation Committee, Chuck Skinner, asked if there would be the opportunity for Committee feedback. The Board responded affirmatively.

Chief Grant asked that there be more clarification in the Rules and Regulations document regarding the issue of approved days and times for contractors working in the Village. Mr. Larson responded this issue is spelled out in the Contractor Rules and Regulations but is not in the resident’s version and should be included.

D. Gate 1 Gate House Construction Update

Advanced on the Agenda

Mr. Larson reported the framing for the gate house is up and they are now waiting for delivery of the 30 foot support beams. Mr. Larson reported the Gate 1 Building Group has been meeting to select the exterior and interior finishes. The gate house is anticipated to be completed by mid/late October. Mr. Larson added that Gate 1 will need to be closed beginning the week of October 3rd until the completion of project in order to complete the road paving, to take out the temporary gate house, and to remove the signage.

Jon Gray, District Engineer for the Castle Pines Metropolitan District, reported Gate 4 will close the week of September 19th for a period of at least two weeks. Mr. Gray added this closure indicates we are now entering the final phase of construction for the roundabouts. Mr. Larson reported Gate 2 will be fully staffed and operational during the Gate 4 closure.

Mr. Skinner asked if the trail system would be incorporated in the final phase of the project. Mr. Gray responded they would coordinate with the Parks and Recreation Committee to link the trails through the roundabouts.

Mr. Skinner reported the Board approved a budget of \$80,000 for the trail system to be completed through the gates on Happy Canyon Road; Gates 1 and 2 to be done first, and then Gates 3 and 4 would follow, depending on how the bids come in for asphalt work. Mr. Gray stated should the cost for asphalt be higher than anticipated, the trails could be constructed of crushed asphalt for the first year and then paved the following year.

Mr. Larson reported the interior of the roundabouts would be poured soon and landscaping could begin in early October. Mr. Larson reported trees would need to be placed into the roundabouts via a crane instead of a spade.

E. Metropolitan District Items – Jon Gray, District Engineer
Advanced on the Agenda

Mr. Gray reported the Metro District is beginning their CIP work, to include paving through Gate 3, installation of turnouts, and other projects related to community appearance.

Quiet Zone Project Update

Director Walker reported he spoke to Sean Owens with Douglas County who stated the process to establish a full quiet zone on Santa Fe alongside the Village boundaries continues to move forward. Director Walker reported Mr. Owens would be present at the October Board meeting to provide an update.

Oktoberfest Event Update

Mr. Skinner reported the Village's Annual Oktoberfest event will be held on Saturday, September 17th from 4 pm to 7 pm at the Coldwell Banker Village Realty office. Mr. Skinner reported the event would not run out of food.

A. Developers Update – Jack Vickers III

Mr. Vickers reported to the Board on the issue of the North Meadows Extension. Mr. Vickers stated the North Meadows Extension is a priority for the Town of Castle Rock, and the Town has announced they have most of the funding needed to get started on the project.

Mr. Vickers reported the following:

- The project was originally approved by the Town and the Federal Highway Administration as an overpass where the roadway intersects with I-25. Mr. Vickers' organization presented an underpass design to the Town as an option that would create less impact on the surrounding residential areas, and help preserve much of the forested land that is near the interchange.

- The Town has expressed their preference for an underpass design, however the cost for this option is higher than the overpass option. The additional cost is estimated to be less than a million dollars.
- The overpass option would require the road to come up approximately 30 to 40 feet in order to meet the ramp to I-25. The underpass option would keep the road at its present level.
- The creation of this new interchange at I-25 makes a small parcel of land between the intersection and the southern border of the Village “virtually undevelopable”. Mr. Vickers’ organization has asked the Town of Castle Rock to acquire that property and designate it as open space. The Town responded they would not purchase the property but rather allow Mr. Vickers to develop that property at whatever density he chooses. Mr. Vickers stated this is not a good idea because this property is densely forested and the Village would not want to see this property developed in such a manner. Mr. Vickers recommended that the Village encourage the Town of Castle Rock to obtain this parcel of land and designate it as open space.

Director Walker stated the underpass option is the best solution and we need to take a strong stand by letter and by being present at the next open house meeting to advocate for an underpass and for no development on the property surrounding the interchange. Director Walker reiterated it is critical for us to attend in person the Town meeting as a few of us can make a difference towards the final decision.

Resident Susan Barnhill asked if there are easement requirements that would prevent Castlegate Road from running right up along the fence line to the Village. Mr. Vickers responded once the project passes the apartment community the intent is to veer the road to the south as it goes up towards the interchange at I-25.

Director Walker stated we must send a letter with our objections as soon as possible. Director Dugan stated there are three key points to address in our letter to the Town of Castle Rock: (1) our position as a community that we are in favor of the underpass option, (2) our request to leave the Vicker’s property near the interchange as a buffer zone to be designated as open space thereby leaving all of the trees intact, and (3) encourage the Town to move the road south once it passes the apartment complex.

Director Battin suggested an email be sent to all Village Lake Sub Association residents encouraging them to attend the open house meeting. Jake Schroeder from Mr. Vickers office stated that everyone who attends should fill out a comment card as the Town takes these very seriously. Director Dugan asked that a special email blast be sent out to all residents regarding the upcoming Town meeting.

Resident Terry O’Conner asked if the underpass was part of the environmental assessment (EA). Mr. Vickers stated it was not a part of the EA and the underpass option would require an addendum to EA.

Director Walker asked Mr. Vickers to provide an update on his development of parcels 47/49. Mr. Vickers reported he is planning to develop the parcel into 53 cluster homes. Director Walker reported the Design Review Committee has reviewed the project at the conceptual level and approves of the plan. Director Walker added the plan for the

parcel has less home density than for which it is platted. Mr. Vickers reported they would be submitting their plans to Douglas County by the end of the month and then a referral package will go out and the hearings will begin. Mr. Vickers added construction is slated to begin in the spring/summer of 2012.

Mr. Larson reported he has spoken to approximately 60% of the residents surrounding that parcel and sent out 18 letters regarding a homeowner meeting to include a presentation by Mr. Vickers. Mr. Vickers added they would also be showing architectural renderings at that meeting. The Board asked Mr. Larson to work with Jake Schroeder on coordinating the homeowner's meeting.

C. Annexation of Lagae South Discussion

Director Dugan reported the Board has determined that the Castle Pines Homes Association would not approve the request to annex the subject property into the Castle Pines Homes Association. Director Dugan added this was a difficult decision that was arrived at after extensive discussion and much deliberation.

Director Dugan thanked Mr. Vickers for his efforts in working with the Board on this issue and for the first class presentation Mr. Vickers presented at the August Board meeting regarding the potential benefits to the Village by annexing this property.

X. IMPORTANT MEETING DATES

Mr. Larson reported the October 2011 Board Meeting will be held in the Castle Pines Homes Association Conference Room located at 688 W Happy Canyon Road, Castle Rock on Friday, October 21, 2011, 7:00 am Executive Session, 8:00 am Regular Meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Thursday, October 20, 2011.

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the September Board of Directors Meeting at 10:15 am.

Respectfully Submitted by,

Lisa Goodwin
Administrator