Castle Pines Homes Association
Board of Directors

Executive and Regular Meetings

Castle Pines Homes Association
688 W Happy Canyon Road Castle Rock, CO 80108
Thursday, November 20, 2019

ATTENDEES: Directors - Doug Cooper, President; Chuck Skinner, Vice President; Frank Jacobsen, Treasurer; Linda Battin, Assistant Treasurer; Wendy Ingraham, Secretary. Present from the CPHA staff: General Manager and Assistant Secretary Mark Larson, Emergency Services Director Rick Plotke, Compliance Coordinator Kevin Olsen, Accountant Margie Cheatum, Executive Assistant/DRC Administrator Linda Matthews.

OTHERS PRESENT: Village residents: Cindy Hopkins, Jim Kelly, John and Bonnie Garin, Suzanna Smiegowski, Blake Meacham, Dana Meacham and Natalie Raffield.

EXCUSED: N/A

MEETING AGENDA: See attached.

EXECUTIVE SESSION: The Board of Directors met in an Executive Session and discussed legal and personnel issues on Tuesday, November 19.

I. CALL TO ORDER / MODIFICATION OF AGENDA

The general meeting was called to order at 8:00 am.

The agenda was approved by the Board of Directors.

II. CONFLICT OF INTEREST DISCLOSURE

It was reiterated that the CPHA's Conduct of Meetings policy states that video and/or audio recording of Homes Association meetings is not permitted.

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.

III. OCTOBER 2019 MEETING MINUTES

(See Tab #1 of the November 2019 Board Package)

Motion **Following discussion by the Board and upon motion duly made and seconded, the Board approved the October 2019 Board of Director meeting minutes with corrections as noted.**

IV. HOMEOWNERS REQUEST TO BE HEARD: Items not on the Agenda

Several homeowners who reside in the Prato sub association appeared before the Board to express their concerns about the way Prato is being finished as it relates to landscaping. Dana Meacham spoke on behalf of the homeowners and stated homeowners met with Infinity to discuss their concerns, but Infinity told the homeowners that they are done. Homeowners would like to see monuments and additional landscaping at Prato however Infinity has no plans to participate. Ms. Meacham stated Infinity's position is unacceptable. Ms. Smiegowski showed pictures of Prato at the entry closest to Gate 3 and expressed her disappointment of how the landscaping looks on the east side of Castle Pines Drive North. The residents have requested that the Board come walk the neighborhood with them. Mark Larson stated the CPHA and DRC would like to see the area along Castle Pines Drive North to look more finished which will require irrigation. Mr. Larson stated there is more work to be done with landscaping and erosion control and suggested that the DRC should walk the site as well. The homeowners stated that the Prato Board does not communicate with residents and noted that there were no Prato Board members in attendance today.

Following the discussion with the Prato resident's resident Jim Kelly stated his concern regarding the berm near Copper Blush has not been addressed. Mr. Larson stated he would discuss the issue with Bill Holwell, CPHA Landscape Technician and have the issue addressed.

V. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported there were no homeowners seeking committee membership at this time.

B. Consideration of the Homes Association 2020 Budget

Mr. Larson presented slides regarding the 2020 budget (see attached handout of slides.) Mr. Larson presented for the Board's consideration the following:

- The 2020 Homes Association Budget projects total revenue of $6,596,200.00

- Reserve funding is projected at $425,000.00
- Operating revenue is projected to be $6,171,200.00 with expenses of $5,537,600.00
- Proposed new capital is projected to be $604,000.00 (Board review and approval on a project by project basis.)
- Assessments will be increased to $300.00 for custom lots and $225.00 for alternative lots.
- The numbers presented exclude pass-through revenue and expense.

Mr. Larson presented a slide regarding the 2020 Proposed New Capital Projects (see attached handout of slide.)
Mr. Larson presented for the Board's consideration the following:

- Proposed 2020 New Capital Projects
  - Canyon Club Pickleball Courts
  - Fitness Center Improvement Project
    - Combination of New and Reserve Funding
  - Family Picnic Area at the Summit Family Center
  - Improved Cameras at the Gate Locations

Mr. Larson reported that a letter would be sent to the homeowners on Tuesday, November 26, 2019. The Board requested that Mr. Larson arrange a meeting with the sub association presidents or representatives to review the budget of the Five-Year Financial Plan and also with the chairpersons or representatives of each Committee to review the same.

Motion **Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the 2020 Homes Association Budget as presented including increased assessments for custom lots of $300 and alternative lots of $225.**

C. Approval of Annual Meeting of the Members Date/Location

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

- Our Homes Association governing documents require the Annual Meeting of the Members be held within the first 90 days of the calendar year.
- The date proposed for the meeting is Monday, March 9, 2020 to be held at Cielo at Castle Pines.
- The proposed format is to start at 6:30 pm with a social/informational hour event for residents to include a selection of light hors d' oeuvres and beverages. The business meeting will start at 7:30 pm and end at 8:30 pm

Motion **Upon motion duly made and seconded, the Board unanimously accepted the recommendations for the 2020 Annual Meeting date, location and format.**

D. Appointment of Board Election Nominating Committee

Mr. Larson reported in accordance with the governing documents of the Homes Association, the Board of Directors is required to appoint a Nominating Committee for the Board of Directors election. The task of the Nominating Committee is to review the qualifications of interested candidates for the open Board positions and to make recommendations to the Board of Directors on potential candidates for inclusion on the election ballot. Mr. Larson added that historically the Nominating Committee has consisted of Board members whose seats are not up for election. If the same were to apply this year, the Nominating Committee would include Directors Chuck Skinner, Frank Jacobsen and Wendy Ingraham. Mr. Larson reported there are two seats up for election; that of Doug Cooper and Linda Battin. The deadline for candidates to submit their name for consideration as a Board member is close of business on Monday, December 9, 2019. Mr. Larson also reported that the information on how to apply to become a candidate for the Board of Directors election was published in the October Village Reporter and has been included in the Village Weekly e-mail blast each week.

Motion **Upon motion duly made and seconded, the Board unanimously appointed Directors Chuck Skinner, Frank Jacobsen and Wendy Ingraham to the Nominating Committee.**

E. Consideration of Emergency Services Capital Request

Regarding the capital request for Emergency Services - One Automated External Defibrillators (AED), Chief Plotke and Mr. Larson reported the following:
(See Tab #2 of the November 2019 Board Package.)

- The Board approved the purchase of 10 AED devices in June of 2019 in the amount of $16,674.35.
- The AED devices we obtained a bid for, made by Phillips, have been placed on a Consent Decree which includes an injunction preventing the manufacturing and distribution of these requested AED devices.
- A new bid was obtained for alternative model of AED and the number was increased to 11 devices to place one in the Wildcat Corner in the lower level of the CPHA building. Additional capital funds needed for the one new AED device is $5,050.21

Director Ingraham made the recommendation of placing an AED at the Tennis Courts. The Canyon Club AED was brought up, however access is limited to the Canyon Club many months of the year, while tennis is played virtually year 'round. Chief Plotke stated that each Emergency Services mobile patrol carries an AED in their vehicle. The Chief further stated that he would explore the option of placing an AED at the Tennis Court complex.

Motion **Upon motion duly made and seconded, the Board unanimously approved the Emergency Services Capital Request in the amount of $5,050.21 for the purchase of one additional AED device to be placed in the Wildcat Corner.**

F. Consideration of Agreement with Eidos Architects on Fitness Center

Regarding the agreement with Eidos Architects on the Fitness Center, Mark Larson reported the following:

- The agreement provides for architectural services from project conception through contractor selection including County approval, but no project management.
- The project will begin when the pool closes in 2020 and be completed in time for the pool season of 2021.
- During construction the facility will be closed. The CPHA is working on a plan to provide Village residents access to Planet Fitness or 24-Hour Fitness during construction.
- The remodel includes opening up the upper level, improving the floor downstairs, eliminating the kitchen and fireplace, renovating the locker rooms and enabling the hot tub for year 'round use.

Mr. Cooper stated that the contract with Eidos, at Item 5 regarding suspension or termination of services, does not match our last contract with them and that he would like to see if it can be changed. Mr. Larson will follow up on this.

Motion **Upon motion duly made and seconded, the Board unanimously approved the contract between the Castle Pines Homes Association and Eidos Architects for architectural design services relating to the renovation of the Fitness Center in the amount of $39,200 to be subject to modification of Section 5 of Standard Terms and Conditions as discussed in the meeting.**

G. Consideration of Homes Association's General Manager Agreement

Mr. Cooper stated the Homes Association's General Manager Agreement was discussed by the Board in the Executive Session on November 19, 2019. Upon Board

approval of the agreement, Doug Cooper and Mark Larson will sign the agreement and it will be placed in Mr. Larson's personnel file.

Motion **Upon motion duly made and seconded, the Board unanimously approved the agreement with the Castle Pines Homes Association and General Manager Mark Larson and authorized the Board to sign as representative of the Association**

VI. INFORMATION/DIRECTION

A. Annual Meeting Timeline

Mr. Larson presented a slide showing the timeline for the CPHA election (see attached handout of slide.) Mr. Larson reported the following:

- A notice for candidates was placed in the October/November edition of the Village Reporter and in the weekly email blast.
- In November the Board selected the date and location of the Annual Meeting and select the members of the Nominating Committee.
- In December the contract for conducting the election will be awarded, candidate information will be received, and a meeting of the Nominating Committee will be held.
- In January the Village Reporter interviews the candidates.
- In February the Village Reporter will include candidate information/interviews and the Annual Meeting of the Members packets will be mailed to every homeowner.
- In March the Annual Meeting of the Members will be held.

Mr. Larson also stated that a Meet the Candidate event will be held in early February to allow members of the Homes Association to meet the candidates for the Board positions.

B. Review of Upgraded Gate Panels

Mr. Larson and Chief Plotke showed the proposed medallion for the upgraded gate panels. Discussion was held regarding whether to place the medallion on the inbound gates and outbound gates, or just the inbound gates. It was noted that Gate 1 will not have the medallion. The gates vary in size and the shape of the gates can be changed since we are having new gates built.

Mr. Larson stated that the DRC would be reviewing the gates and would make a recommendation on placement of medallions, gate shape, and structure of the gates.

VII. MANAGEMENT/LIASION REPORTS

C. Metropolitan District Items – No Representative

Mr. Larson reported that the Metropolitan District Board of Directors meeting was being conducted at the same time as this meeting and because of that there is not a representative from the District in attendance.

D. General Manager – Mark Larson

CPHA General Manager Mark Larson presented the Manager's Report. (*See Tab #4 of the November 2019 Board Package).*

Mr. Larson reported the following:

- The Castle Pines Homes Association Administrative Office will be closed on Thanksgiving.
- The Christmas lights will be turned on in the Village on the evening of Wednesday, November 27.
- An asphalt batch plant is being considered approximately nine miles from the Village, north and west, near Louviers. Mr. Larson stated he has received an email from resident Lew Kling stating his concerns about the asphalt plant which include increased traffic on Santa Fe and odor. Mr. Larson is working on a letter to the Douglas County Planning Commission.
- Last month there was an issue with a tenant which brought up the question of what constitutes a tenant versus a guest. Mr. Larson stated he spoke with our attorney Janet Savage and she brought up items such as, is the person registered to vote at this address or is their car registered at this address. Mr. Cooper recommended Mr. Larson contact another of our homes association attorneys, Suzanne Leff to help define 'tenant' and construct rules to determine tenant vs. guest. Mr. Cooper would like Ms. Leff to help make our rules on tenant vs. guest more enforceable.

Linda Battin left the meeting at 10:25 am during the Manager's Report.

E. Emergency Services - Rick Plotke

Chief of Emergency Services Rick Plotke presented the Emergency Services report. (See Tab #4 of the November 2019 Board Package).

Chief Plotke reported the following**:**

- Emergency Services responded to 769 events in the Village, five medical and six other agency assists.
- There were 9,475 resident entries, 36,899 guest entries, and 389 after hours entries.
- Staffing is at 35 Officers for October.
- Alarms not connected – 100 homes that are potentially not connected have received letters from ES with only eight responses. ES will call twice and if no response, the

residents will be sent to the Enforcement Committee where they may receive a fine.

- Alarm monitoring – Integrated was purchased by Vyanet recently and Vyanet has changed our monitoring procedure. Vyanet is now the primary recipient of the alarms and instantaneously we receive an email when an alarm goes off and a call from Vianet.
- Comcast – ES has asked Comcast not to sell their alarm system to residents in the Village since it does not connect to Vyanet.
- The ES Committee approved another firearm range, Franktown Firearms, for a secondary location for officer training but will keep our agreement with the Highlands Ranch Law Enforcement Training Facility as well.
- The ES Committee approved GPS tracking of patrol cars through Verizon. This will allow the setting of geographical fences and allow testing of speed and searching of date base history.

VIII. FINANCIAL REPORT: OCTOBER 2019

General Manager Mark Larson presented the October 2019 Financial Report giving an overview of the Actual\Budget\Projected: *(See Tab #5 of the November 2019 Board Package)*

Motion **Upon motion duly made and seconded, the Board unanimously accepted the October 2019 Financial Report as presented.**

IX. REVIEW OF BOARD DIRECTIVES

Mr. Larson provided a review of the tasks/directives assigned to him by the Board during the meeting:

- Work on response regarding the proposed asphalt batch plan in Louviers.
- Research Metro District Service Plan regarding fencing.
- Work on rental/guest issue with Suzanne Leff.
- Finalize letter on assessments for residents.
- Set up meeting for sub associations and another for committee chairs.
- Continue to work on video conferencing.

X. IMPORTANT MEETING DATES

Mr. Larson reported the December 2019 Board Meeting will be held on December 18, 2019, in the Castle Pines Homes Association Conference Room located at 688 W. Happy Canyon Road; 8:00 am - Regular Meeting. There is a Board Working Session scheduled for December 17, 2019 4 pm – 6 pm.

XII. ADJOURNMENT

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

Respectfully Submitted by,

Linda Matthews
Executive Assistant/DRC Administrator