

**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, January 23, 2010**

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

**OTHERS PRESENT:** Metropolitan District: District Manager Burt Knight. Village resident: Suzanna Smiegowski, Technology Committee Chairman Mark Jost, Technology Committee member Tim Ostrowski.

**EXCUSED:** N/A

**MEETING AGENDA:** See attached.

**EXECUTIVE SESSION:** The Board of Directors met in an Executive Session and discussed legal and personnel issues.

**I. CALL TO ORDER / MODIFICATION OF AGENDA**

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

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. DECEMBER 2019 MEETING MINUTES**

*(See Tab #1 of the January 2020 Board Package)*

## **Motion**

Following discussion by the Board and upon motion duly made and seconded, the Board approved the December 2019 Board of Director meeting minutes with modifications as noted.

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

Resident Suzanna Smiegowski was present before the Board to inquire about the status of the Prato development landscape improvements by Infinity. Mark Larson stated an email had been sent to Prato resident Dana Meacham regarding the progress. Mr. Larson added that he had evaluated with the CPHA Landscape Technician what was approved, and the deficiencies in what Infinity had done. Mr. Larson stated he will copy the Prato Board on the letter he sends to Infinity. Ms. Smiegowski thanked Mr. Larson for his work to correct deficiencies in Prato. Ms. Smiegowski asked when the crosswalk at Castle Pines Drive North and Prato would be installed. Metro District Manager Burt Knight responded it should be installed in late February with flashing lights and a center median.

### **V. ACTION ITEMS**

#### **A. Nominations for Homes Association Committee Membership**

Mark Larson reported that resident Wendell R. Kurtz has been nominated to the Long-Range Planning and Finance Committee by the Committee chairperson.

## **Motion**

Upon motion duly made and seconded, the Board unanimously approved the appointment of Wendell Kurtz as a member to the Long Range Planning and Finance Committee.

#### **B. Consideration of Emergency Services Capital Request**

*(See Tab #2 of the January 2020 Board Package)*

Regarding the Capital Request for eight Knox Key Secure Stations for eight vehicles, Chief Plotke reported the following:

- A new Knox key system has been implemented and Knox no longer supports the system we have in our patrol cars.
- The request includes adding a Knox key station for the truck that is used for pre-wire and final inspections of new homes.

- Funds for this project will come from Reserve funds, including the new station for the truck.

Linda Battin asked if the new Knox system controls are the same as the current process. Mr. Plotke explained that there is data on when the key is removed and replaced in the box and that the codes to open the box are different from one other, so we know who pulls the key. Mr. Plotke added that the key is removed from the box when the cars go in for service and that Emergency Services helps people just about every day using the Knox box system.

**Motion** Upon motion duly made and seconded, the Board unanimously approved the Emergency Services Capital Request in the amount of \$10,096.77 including a 10% contingency from Reserve Funding for the purpose of purchasing and installation of eight Knox Key Secure Knox Stations.

### **C. Proposed Annual Meeting of the Members Agenda**

*(See Tab #3 of the January 2020 Board Package. Mr. Larson Annual Meeting information on slides – see slides)*

Mr. Larson presented a draft agenda for the Annual Meeting of the Members and reported the following:

- The Annual Meeting of the Members is to be held in the first 90 calendar days of the year.
- The meeting is scheduled for Monday, March 9, 6:30 p.m. to 7:30 p.m. is the social/informational hour and 7:30 pm to 8:30 p.m. is the business meeting. The location is Cielo at Castle Pines.
- Qdoba and ice cream will be served during the social/informational hour.
- Information stations will include Parks and Recreation, Design Review, Emergency Services, Metro District, Colorado Parks and Wildlife, a Douglas County Government Representative, South Metro Fire Rescue, Douglas County Sheriff's Department. Mark Larson will invite the Country Club to host an information station as well.
- The election of two members of the Homes Association Board of Directors will occur during the business meeting. There are three candidates for the two seats and an opportunity for nominations from the floor will be allowed during the meeting. Each candidate for the election will be given the opportunity to address the Homes Association members in attendance speak for up to five minutes.
- Timeline for the Annual Meeting was presented on slide.

After discussion the Board directed that a presentation on the 5 Year Projected Projects plan be presented during the Business meeting. Mr. Larson stated that he would add that item to agenda.

## **VI. INFORMATION/DIRECTION**

### **A. Nominating Committee Report**

Chuck Skinner of the Nominating Committee reported the following:

- The Nominating Committee received six applications, and all are current on their assessments.
- The Nominating Committee interviewed each of the six candidates, one withdrew following those discussions.
- At the December Board of Directors five candidates were submitted to the Board for inclusion on the election proxy and ballot.
- Since December two candidates have withdrawn their applications leaving three candidates.
- The three candidates are Doug Cooper, Laura Litwinczyk and Al Notary.
- The Homes Association governing documents allow for nominations from the floor at the Annual Meeting.

### **B. Video Conferencing Discussion (Advanced on the Agenda)**

Mr. Larson introduced Administrative Assistant Mikayl Bristol to present research on video conferencing. (See slides)

Mikayl Bristol stated that she has done research on video conferencing systems and would like to get a sense of what the Board of Directors would like to accomplish with the system. She then reported the following:

- The concept of providing video conferencing would assist in meeting several goals for the Homes Association:
  - Increase participation at Committees by residents who are not able to attend meetings in person.
  - Provide video conferencing for sub associations, residents, out of town Committee members, and working Committee members
- To meet those goals there are three video conferencing options:
  - Video, presentation (with large screen TV), audio, camera Interaction
  - Presentation (with large screen TV), Audio
  - Presentation (with current screen), Audio
- Use of a television provides a clean, crisp, presentation, better than the current projection system. This would improve the quality of presentations and spreadsheets. The television would also eliminate the need to darken the conference room during presentations.

Doug Cooper asked about the cost of the different options. Mr. Larson responded that the option with the all the functions would cost approximately \$12,000 with potentially \$2,000 per year for licensing. Mark Jost of the Technology Committee commented that clients may need to install downloads and the licensing costs are based on how many can join at one time. Frank Jacobsen asked if we could phase in services, so we could determine if it is being used. Mark Jost's preference is to select the first option. Mr. Larson stated there is \$9,000 in new capital for this project. After further discussion the Board agreed that they would like to have the functions listed in option one and would like to see costs for that option. Mr. Larson stated we will move forward and come back with a capital request. The Board thanked Mrs. Bristol for her work to date on this project.

### **C. Fiber Installation Update**

Mark Jost and Tim Ostrowski of the Technology Committee attended the meeting to present the update. Mr. Jost reported the following:

- The driving force behind fiber installation is poor cell service in the Village and to improve internet connectivity.
- High speed internet requires fiber and fiber is the best technology currently
- Installation will require construction in the road rights of way to put in conduit and fiber.
- There will need to be 45 to 50 towers with fiber running to each of them.
- We want to control the towers; multiple vendors can be on our towers.
- We are talking to more than one company.
- The Design Review Committee will be involved with the towers.
- Every new community is being built with fiber and this could influence buying decisions here.
- There is currently no significant financial outlay for the Village unless the light poles need to be replaced. There will be disruption to residents due to installation along roadways.
- The Technology committee would like the Board to approve the Committee's continued negotiations.

Linda Battin asked about obsolescence of the technology. Mark responded that the company has a clause stating if technology changes, the company has a right to submit a new proposal. We will have the right to talk to other if the company chooses not to move forward with different technology. Doug Cooper stated the Board would not take a formal vote at this meeting. The Technology Committee will go back to the original company and start negotiations.

## **D. 2019 Village Access Report**

Chief Plotke made a slide presentation on entries into the Village in 2019 and reported the following:

- In 2019 the busiest gate for visitors was Gate 1 and for residents was Gate 4.
- Overall gate usage in 2019 from highest to lowest was Gate 4, Gate 5, Gate 3, Gate 1, Gate 2.

## **E. Gate Panel Examples**

Chief Plotke showed slides of the proposed new gate panels at Gate 4 with pine branches on both sides of each gate. Mr. Plotke reported the following:

- The gates will come from Reserve Funds.
- Bids are coming for the gates.
- The Beautification Committee looked at the gates and likes them.

Mark Larson will come back with final numbers. The Board expressed positive feedback about the gates.

## **VII. MANAGEMENT/LIASION REPORTS**

### **A. Metropolitan District Items – Burt Knight, District Manager**

Mr. Knight presented the following:

- The Metro Board has two Board seats that will be up for election in May 2020.
- Self-Nomination and Acceptance forms are due to Metro on February 28, 2020.
- The next Metro Board meeting is February 20 at 7:30 am.
- After the February 20 meeting, the Metro Board meetings will be held the third Thursday of the month at 6 pm in the evening.
- Metro is forming three committees in response to resident's requests
- Metro is recruiting potential members for three committees – District neighborhood communications, long term water supply, and roadway development and maintenance.
- The new Metro committees will have no authority but to review and recommend.
- Infrastructure plans for 2020 include curb and gutter work on Castle Pines Drive North inside Gate 3 and re-surface some side streets.
- Metro would like a long-range road maintenance plan in review before they do other road surfaces.

## **B. General Manager – Mark Larson**

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

Mr. Larson reported the following:

- Mr. Larson will be out of the office January 27 to 31.
- Comcast hosted an event on January 23. for account reviews. The event was well attended. Another event is scheduled for January 25.
- The Upper Meadow development will include 60 homes. The CPHA and the developer agree that an emergency gate will be installed to prohibit pass through traffic to Gate 5. The CPHA is donating gate panels and gate equipment. The final plan is be reviewed by the County Commissioners in January.
- The applicant for the asphalt plant in Louviers submitted an additional 200 pages to the County Commissioners regarding noise, odor and traffic. The County Commissioners asked the applicant to submit this new information to the Planning Commission. The CPHA is now a referral agency. Mr. Larson learned that there are two other asphalt plants operating in the area, one on Wolfensberger Rd. and the other in Sedalia.
- The proposed new pickleball court should be coming out of Douglas County soon. The temporary plan is to resurface and paint lines on tennis court #2 for two pickleball courts. Once the new pickleball court is done, Court 2 will be returned to a tennis court.

Linda Battin asked Mr. Larson about meeting with Bob Jondle on how to use the logo and marks properly. Ms. Battin would like clarification on who can use the logo, how it can be used, changing ratios of logo and it we need to do another filing. What types of usage could make us lose our protection.

## **C. Emergency Services - Rick Plotke**

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

Chief Plotke reported the following:

- On staffing – one Gate Officer is moving to Patrol, and two Patrol Officers are in EMT school.
- There were two DUIs on New Year's Eve – one coming in Gate 5, one leaving Gate 5.
- There were 105 Moving Violation NOVs issued and 25 Parking NOVs issued.
- Mr. Plotke is working on alarm issues with Mark Larson and Doug Cooper.

### **VIII. FINANCIAL REPORT: DECEMBER 2019**

General Manager Mark Larson presented the December 2019 Financial Report giving an overview of the Actual\Budget\Projected. (See Tab #5 of the January 2020 Board Package)

Mr. Larson stated that the Accountant is still receiving 2019 invoices and paying them. Mr. Larson continued that the 2019 books will close before the Annual Packet is mailed to the Home Association Members.

**Motion** Upon motion duly made and seconded, the Board unanimously accepted the December 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:

- Set meeting with Jack Vickers, Doug Cooper and Mark Larson
- Invite the County Club to participate in the Annual Meeting with boards on the remodel.
- Check on the widening of Highway 85
- Set up meeting with Bob Jondle and Doug Cooper on the use of the logo.
- Set up working session for Committees.
- Set up working session for Sub Associations.

### **X. IMPORTANT MEETING DATES**

The next meeting will be held on February 27, 2020, in the Castle Pines Homes Association Conference Room located at 688 W. Happy Canyon Road; 7:00 am – Executive Session, 8:00 am - Regular Meeting.

### **XI. ADJOURNMENT**

**Motion** Upon motion duly made and seconded, the Board unanimously voted to adjourn the November Board of Directors meeting at 11:10 a.m.

Respectfully Submitted by,

Linda Matthews  
Executive Assistant/DRC Administrator

