

Castle Pines Homes Association Board of Directors

Executive and Regular Meetings

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

Wednesday, December 18, 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, Accountant Margie Cheatum, Compliance Coordinator Kevin Olsen, Executive Assistant/DRC Administrator Linda Matthews.

OTHERS PRESENT: Metropolitan District: District Manager Burt Knight. Village residents: Craig Sundquist, Dave and Jan Wood, Michael Diamond, Judy Walker, Carl Pendleton, Ross Harmon, Tom Crouser and Daniel Epps.

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, December 17, 2019

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. NOVEMBER 2019 MEETING MINUTES

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

Motion

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

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

Resident Judy Walker asked the Board about the proposed asphalt batch plant in Louviers. She opposes the project and has provided a letter of opposition to Douglas County. Mark Larson stated the Board of County Commissioners has sent the application back to the Planning Commission. Mr. Larson is going to meet with Dan Avery, the Douglas County Planner after the new year. Mr. Larson reported the following: The Village is not a referral agency however the Association can make comments. There is an environmental assessment study and a water quality study of the batch plant, neither violate the standards. Impact on property values is not considered by Douglas County when making the decision. Doug Cooper would like to know if there is a legal argument against the batch plant. If so, the Association should add it to its letter to provide Douglas County a legal basis for turning the application down. Mark Larson commented that there have been many people who have provided comments and all those comments have opposed the plant. The Association can notify residents when the issue will be before the Planning Commission in March with the caveat notice that this is the best information available and to contact Douglas County to verify the project is on the agenda. Mr. Larson will speak to the Association's attorney to see if there is a legal argument to stop the asphalt plant.

Resident Daniel Epps addressed the Board regarding the construction occurring outside Gate 5. Mr. Epps stated this is a key area for people coming into the Village at Gate 5 and recommends some type of delineation or separation when you enter the Village. Mr. Larson stated Gate 5 is due for an upgrade in 2021 and that he would like to increase the boundary barrier. The development plans outside the Village include a 75' buffer. Landscaping and fencing are being considered for this area.

Resident Ross Harmon addressed the Board regarding the increase in assessments. He inquired about how the Board makes decisions and suggested that residents be surveyed about what they want. Mr. Harmon stated he uses the Village Lake Fitness Center between two and five times per week and would like to give input on the remodel of the Fitness Center. Mr. Harmon continued that he would like to see decisions made by larger groups of people with surveys sent for community-wide input.

Doug Cooper thanked everyone for coming and sharing their concerns with the Board. He suggested that resident concerns like these should be brought first to the Association, rather than broadcast on social media like Next Door. This

allows the Association to respond with factual information, rather than speculation, and without imperiling the Association's marketing efforts.

Mr. Cooper stated that the concerns about the budget could be divided into three categories: 1) the decision-making process, 2) the projected capital projects included in the budget, and 3) the Village's marketing efforts. He explained that the Village is run with over 100 volunteers, all residents supporting the Village and acting in the best interest of the community. The Board is responsible for approving the budget, which is a "bottoms up" process that begins with committee input and, once approved, is presented to homeowners in the Annual Meeting package. In response to resident concerns, Mr. Cooper committed to providing more information about the proposed budget to residents before the budget is approved by the Board. Proposed capital projects are included in the Five-year Plan, which is presented at the Annual Meeting. Mr. Cooper stated that the Association typically spends about 10% of the budget on new capital, and new capital projects are selected with a view to providing amenities for all age groups and demographics in the Village, as well as keeping the Village competitive with other premier communities in the metro area. Mr. Cooper will work with the Board and the General Manager to find additional opportunities for resident input on new capital projects.

Chuck Skinner addressed capital projects in more detail, stating they are usually generated by one of our 10 Committees and approved on a case by case basis by the Board after it is bid out and before the contract is signed. The projects/amenities are meant for all demographics and are open to all residents at no additional charge.

Frank Jacobsen discussed the Awareness Campaign and the Association's marketing efforts. He stated that over four years ago the Long-Range Planning and Finance Committee started an effort to understand why the Village home values were not escalating like the rest of the Denver Metro Market. The committee determined that the Village lost its uniqueness and brand image with the end of builder advertising, the loss of the International Golf tournament and the loss of realtor support. This led to the creation of the Marketing Committee, which hired a marketing firm to help develop a multi-year marketing plan for the Village. The first step was to implement a name and image refresh, which was completed two years ago. The goals were to rebuild the community's brand image, develop an awareness campaign and engage realtors, homeowners and prospective buyers. The Marketing Committee's efforts have succeeded in engaging the real estate community and, since the marketing efforts began, home values are up and days on the market are down. Mr. Jacobsen stated that the Village is not in the business of selling homes; rather, the Association wishes to ensure that Village home values are protected by telling our story. He encouraged residents to be proud of their community and tout its benefits to those outside the Village.

Resident Judy Walker thanked the Board for the information and stated she appreciated the way the meeting has been run and her questions have been answered.

V. 2020 HOMES ASSOCIATION BUDGET REVIEW

Mark Larson presented a series of slides regarding the 2020 Budget (see attached handout of slides.)

Mr. Larson reported the following:

- The 2020 assessments are \$300.00 per month for custom lots, \$225.00 per month for alternative lots. See slide on history of dues from 2005.
- New Capital projects include:
 - Canyon Club Pickleball Courts
 - Fitness Center Improvement Project
 - Family Picnic Area at the Summit Family Center
 - Improved Cameras at Gate Locations

Mr. Larson added that the Fitness Center is expected to close for construction in the fall of 2020 and open in May 2021. Alternatives for working out are being considered for residents while the Fitness Center is under construction. At the Summit Family Center the equipment and ground cover will be replaced, and a new picnic area will be installed in the lower area.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported that resident Michael Crisman has been nominated to the Parks and Recreation Committee by the committee chairperson.

Motion Upon motion duly made and seconded, the Board unanimously approved the appointment of Michael Crisman as a member to the Parks and Recreation Committee.

B. Consideration of Emergency Services Capital Requests

(See Tab #2 of the December 2019 Board Package)

1. Regarding the capital request for an Emergency Services vehicle, Chief Plotke reported the following:
 - This Capital Request is for a 2020 Chevrolet Tahoe replacement for Unit 643

- The new Tahoe is to be built in February. It is a 2020 Chevrolet Tahoe Police Package with the off-road package, and tow hook on the front.
- The Ford Explorers are not being produced currently.

Motion Upon motion duly made and seconded, the Board approved the Emergency Services Capital Request in the amount of \$47,511.46 from Reserve Funding for the purpose of purchasing a 2020 Chevrolet Tahoe Police Package vehicle to replace vehicle Unit 643.

2. Regarding the capital request for two Emergency Services vehicles, Chief Plotke reported the following:

- The Board approved replacement of Unit 640 and Unit 641 with 2020 Ford Explorer patrol vehicles in December 2018.
- Ford has failed to deliver these vehicles after one year.
- Chevrolet has two Tahoe patrol vehicles being built on Feb. 24, 2020
- This supplemental in the amount of \$3,653.94 is to request two Chevy Tahoe vehicles rather than the previously approved Ford Explorers.

Motion Upon motion duly made and seconded, the Board approved the Emergency Services Capital Request in the amount of \$3,653.94 from Reserve Funding for the purpose of purchasing two 2020 Chevrolet Tahoe Police Package vehicles to replace vehicle Units 640 and 641.

C. Communications Committee Guidelines for Posting Notices

(See Tab #3 of the December 2019 Board Package)

Craig Sundquist, Chairman of the Communications Committee presented the revised Guidelines for Posting Notices. Mr. Sundquist stated that nothing substantive was changed, just updates keeping information current. Linda Battin suggested adding editorial style, proper usage of the name and placement of the registration and trademark symbols to these guidelines. Discussion included having an attorney review the use of the names to protect our rights. Frank Jacobsen stated that the use of the name and use of logo is in process and should be included in our document. The Board asked Mark Larson to meet with attorney Bob Jondle on the use of the names and placement of registration and trademark symbols.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the updated Guidelines for Posting Notices from the Communications Committee.

VII. INFORMATION/DIRECTION

A. Nominating Committee Report

Mark Larson reported the following:

- There are two Board seats up for election.
- The Board election was advertised on the front page of the October/November issue of the Village Reporter and in the Village Weekly.
- Six people submitted resumes to run for the two open seats however one person has since withdrawn.
- Mr. Larson is going to meet with ComputerShare, the company that has run our past elections.
- The Village Reporter staff will interview the candidates for the February/March issue of the VR.

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 consists of Chuck Skinner, Wendy Ingraham and Frank Jacobsen.
- The Nominating Committee interviewed each of the six candidates, one withdrew following those discussions.
- Five candidates were submitted to the Board.
- Write in candidates are accepted.
- The five candidates are Micki Clark, Doug Cooper, Agnar Jorgensen, Laura Litwinczyk, and Al Notary.
- Candidates will be interviewed by the Village Reporter Committee. One of the questions shall be how many Board meetings the candidate has attended. All candidate photos are to appear on the same page in the VR.

VIII. MANAGEMENT/LIASION REPORTS

A. Metropolitan District Items – Burt Knight, District Manager

Mr. Knight presented the following:

- The Metro District budget for 2020 was approved last week.
- Metro has committed to hosting a public meeting at the end of February for information sharing and to answer questions.

- The Design Review Committee approved a temporary traffic calming device at Castle Pines Drive North near Prato. Mr. Knight has decided to delay installation until after the holidays and will notify the Prato residents.
- Once the temporary medians are in place, Metro will raise the speed limit between the “tree tunnel” and Gate 3.

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:

- The Meet the Candidates proposed meeting date is Monday, February 3 from 6:30 p.m. to 8 p.m. in the Wildcat Corner.
- A meeting with the Committee Chairs is proposed for Tuesday, February 4 from 6:30 p.m. to 8 p.m. in the Wildcat Corner.
- A meeting with the Sub Association Officers is proposed for Thursday, February 6 from 6:30 p.m. to 8 p.m. in the Wildcat Corner.
- Mark will confirm these dates.
- The letter advising of the assessment increase was sent out, however it has been noted that a variety of residents did not receive the letter including Doug Cooper. Mr. Larson will verify the list.

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:

- Emergency Services responded to 788 events in the Village, 13 medical incidents and 15 other agency assists.
- There were 8,946 resident entries, 32,639 guest entries, and 421 after hours entries.
- Staffing is at 34 Officers for December. One officer passed the exams to become a Patrol Officer and another Gate Officer is moving to a Patrol Officer.
- A theft at a home under construction occurred in the amount of about \$6,000. Two package thefts were reported.
- Alarm monitoring – Chief Plotke and Mr. Larson are working on our alarm monitoring contract with Vyant with the assistance from Emergency Services Committee.

IX. FINANCIAL REPORT: NOVEMBER 2019

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

Mr. Larson stated the Holiday Gift Bonus will be given to employees on Friday, December 20, 2019 at the staff holiday lunch.

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

X. REVIEW OF BOARD DIRECTIVES

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

- Meet with Douglas County regarding the proposed asphalt batch plant in Louviers.
- Post Village Weekly notice regarding the Association's policy on Next Door participation.
- Continue to work on video conferencing, Capital Request in January.
- Discuss boundary between Summit and Lagae Rd. with City of Castle Pines
- Meet with attorney Bob Jondle with Doug Cooper on use of logo.

XI. IMPORTANT MEETING DATES

Mr. Larson reported the 2020 Board meetings will be scheduled for the fourth Thursday of the month except in November and December. No regular schedule has been planned for Executive Sessions. The next meeting will be held on January 23, 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.

XII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the November Board of Directors meeting at 11:20 am.

Respectfully Submitted by,

Linda Matthews
Executive Assistant/DRC Administrator