

**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, February 27, 2020

ATTENDEES: Directors - Doug Cooper, President; Chuck Skinner, Vice President; Linda Battin, Assistant Treasurer. 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, Administrative Assistant Mikayl Bristol.

OTHERS PRESENT: Metropolitan District: District Manager Burt Knight. Village residents: Al Notary, Robert and Linda Houston, Pam Inmann, Ted Rice, Cal Switzer, and Mike Lanam.

EXCUSED: Frank Jacobsen, Treasurer and Wendy Ingraham, Secretary

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.

Due to a prior engagement that required Director Skinner to leave the meeting early, a modification to the agenda was made to advance the following agenda items: V. Action Items and VIII. Financial Report. The agenda items were advanced in that order to just after item III. January 2020 Meeting Minutes.

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.

Doug Cooper announced that this is Linda Battin's last Board meeting and that she has served on the Board since 2011. Mr. Cooper stated that Ms. Battin has served as Board President and Board Secretary, was a founding member of the Communications Committee, a past Village Reporter Editor, Chair of the Beautification Advisory Group, worked on changing the road name from Lagae Road to Chase Lane and more. Mr. Cooper thanked Ms. Battin for all her work on behalf of the Village.

III. JANUARY 2020 MEETING MINUTES

(See Tab #1 of the February 2020 Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board approved the January 2020 Board of Director meeting minutes with modifications as noted.

Agenda Items V. Action Items and VIII. Financial Report – January 2020 were advanced to here. Chuck Skinner left the meeting after these two advanced items were heard.

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

Resident Robert Houston of 732 Evening Star Way was present before the Board to discuss Castle Pines Village Filing No. 42 which is the plat of four custom home lots along Castle Pines Drive North west of Evening Star Way. Mr. Houston (indicating he was speaking for himself and the affected neighbors) provided a handout (attached) of CPV Filing No. 42 and summarized two major concerns. The first concern was the driveway configuration which was one private driveway coming off Castle Pines Drive North at the northernmost lot (Lot 1) and running at the back of the four lots along behind his and several of his neighbors' homes to a cul-de-sac at the southernmost lot (Lot 4). The neighbors were concerned about traffic, headlights and noise on this private driveway. The affected neighbors expressed their concerns to developer Jack Vickers who in turn revised the plan with a different driveway configuration. The new plan has a private driveway accessing Lot 1 and a shared driveway coming up between Lots 3 and 4 and accessing Lots 2, 3, and 4.

Doug Cooper asked about where trash would be collected and where the mailboxes would be and stated that there will need to be a driveway agreement on the shared driveway for maintenance and repairs.

Mr. Houston continued with the second concern regarding these new homes. The neighbors directly behind the new homes do not want their views blocked by the new homes. He stated the elevation of each deck behind the new lots has been surveyed and that the rooftops of the new homes should be no higher in elevation than the decks. Mr. Houston stated there is a Plat note to this effect. Mr. Vickers will include the

elevations on the plans of the new homes and request a review of the foundation height during construction. The neighbors want to be sure the modified plat (showing the new driveway configurations) has the plat note. The neighbors expect the builder, Mr. Goldberg to honor the plans. The Design Review Committee will notify neighbors of meetings.

Resident Mike Lanam of 731 Evening Star Way stated that this summary of the issue was to make sure “we are all on the same page”. He stated that the neighbors have been working with Jack Vickers and their understanding is that the homes will not be higher than the floor of their decks with one exception, the peak of the roof at Lot 1 will be about 18” higher than his deck floor elevation.

V. ACTION ITEMS

Advanced on the Agenda

A. Nominations for Homes Association Committee Membership

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

B. Consideration of Emergency Services Capital Request

(See Tab #2 of the February 2020 Board Package)

Regarding the Capital Request for replacement of the steel gates at Gates 2, 3, 4, and 5. Chief Plotke presented a slide showing the proposed gate panels stating the logo would be on both sides of the gates. The Chief also stated that this design was the result of many reviews by members of the Board of Directors and the Design Review Committee.

Motion Upon motion duly made and seconded, the Board unanimously approved the Emergency Services Capital Request in the amount of \$101,000 to be funded by Reserves for replacement of the steel gates at Gates 2, 3, 4, and 5.

C. Consideration of Video Conferencing System Capital Request

(See Tab #2 of the February 2020 Board Package).

Mikayl Bristol reported that this would be an amenity for Board, Committee and Residents use. Mark Larson reported that he and Mrs. Bristol went to the vendor for a demonstration and the system presented for approval best met the needs of the Association. The system can be used with or without the camera and does have optional screen sharing. Mrs. Bristol stated the system would be fully operational by May 1.

Motion Upon motion duly made and seconded, the Board unanimously approved the Video Conferencing System Capital Request in the amount of \$11,535. including a 10% contingency, to be funded by New Capital.

VI. INFORMATION/DIRECTION

A. Metropolitan District Community Forum Recap

Burt Knight, District Manager of the Metropolitan District reported the following:

- Over 50 people attended the Forum.
- A brief presentation included Metro's plans for forming community Committees: Communications, Long Range Water, and Long Range Infrastructure (road maintenance).
- Residents asked good questions.
- The committee will return in late summer to update the community on the three new committees and their progress.

B. Photo Radar to Monitor Speeding

Mark Larson reported the following:

- Monitoring speeding by photo radar has been discussed previously.
- Research shows the CPHA Rules and Regulations require that Emergency Services Officers must witness the speeding event in order to issue a Notice of Violation.
- Mr. Larson spoke with the CPHA attorney about whether seeing a video of speeders is considered the same as seeing them live and was not assured that it would be the same.
- Mr. Larson would like to see enhancements to the road where speeding is of concern.

Cal Switzer, President of The Greens Homeowners Association was present at the meeting and stated the following:

- He has been complaining about speeding on Country Club Parkway in the area of The Greens for three years.
- There have been many studies (traffic studies by Metro) and temporary solutions, like speed tables have been used with little effectiveness.

- People cross the street to get to the walking trail and he is shocked there has not been an accident.
- He appreciates the efforts inside Gate 3 for Prato and would like something done for The Greens.
- He asks the Board to consider photo radar.

Doug Cooper stated there are speeding issues on the south side as well and suggested that the newly forming Metro Infrastructure Committee might explore this issue.

Resident Mike Lanam commented that photo radar is complicated, but it can work. Mr. Cooper stated that there must be due process and there needs to be more study of photo radar. Mr. Larson stated he would like the Emergency Services Committee to review this issue and make recommendations to the Board for consideration. Doug Cooper would like the Metro District to place this higher on their priority list, and for this issue to be a coordinated effort between the Metro District and the Emergency Services Committee.

VII. MANAGEMENT/LIASION REPORTS

A. Metropolitan District Items – Burt Knight, District Manager

District Manager Burt Knight presented the following:

- At the last Board meeting Metro started posting Board Packets on the website
- Metro is considering posting recordings of meetings; however, they will need better quality recordings in order to do this.
- The Metro Board has two Board seats that will be up for election in May 2020.
- There are four candidates running for the two open seats: Jeff Battin, Cynthia Cerny, Mike Lanam and Tad Walden.
- The Metro Forum was held on February 26, 2020. Mark Larson was quite helpful at the meeting.
- The next Metro Board meeting is March 19, 2020 at 6:00 pm.
- The crosswalk near Prato should be installed in April. The speed monitoring sign is coming later.

B. General Manager – Mark Larson

CPHA General Manager Mark Larson presented the Manager's Report and reported the following: *(See Tab # 3 of the January 2020 Board Package).*

- Mr. Larson is introducing a new format for his Manager's Report to include Financial and Operations reports, Board Directives from the Board meeting and Committee Updates.
- Preparations for the Annual Meeting continue.

- New bear proof trash containers have been placed in their locations.
- Trails were brought up at the Metro Forum last night. More trails and where they go is a challenge. The Parks and Recreation Committee will continue to evaluate requested trails.
- Reminder that pedestrians are to walk against traffic. Will post in Village Weekly.
- Coffee with the Managers for March will be a re-play of Annual Meeting information. Date TBD.
- The Louviers Asphalt Plant has not been sent out for referral and has not been re-submitted to Douglas County.
- Doug Cooper and Mark Larson met with Bob Jondle on logo use. Mr. Jondle is to provide the CPHA with guidelines on using marks: TM and R. It is acceptable to use our logo with a team such as Tennis. The proportions do not matter as much as the words in protecting the logo

Linda Battin asked who is responsible for the logo. It currently falls under the Communications Committee. Should it be a combination of Communications and Marketing? Doug Cooper stated there should be a guide on how and who can use the logo. Mr. Cooper continued that we don't want to lose protection of our logo by letting people to use it improperly. Guidelines should be generated and used, with the Communications Committee and Marketing Committee working together.

C. Emergency Services - Rick Plotke

Chief of Emergency Services Rick Plotke presented the Emergency Services Report and reported the following: (See Tab #3 of the January 2020 Board Package).

- ES responded to 1356 incidents.
- Hiring is up by one with two Patrol Officers in EMT school, one Patrol Officer in training and two Patrol Officers are coming in from the gates to patrol.
- There were 17 gate strikes. Two loops went bad and there needs to be fine tuning on the new operator.

VIII. FINANCIAL REPORT: JANUARY 2020

Advanced on the Agenda

General Manager Mark Larson presented the January 2020 Financial Report giving an overview of the Actual\Budget\Projected. (See Tab #4 of the January 2020 Board Package)

Mark Larson reported the following:

- Projections are not provided until the end of the first quarter.
- Still working on Revenue spread – Upper Meadow 60 lots were recently approved by

the County Commissioners and once recorded, will provide revenue about a month earlier than expected.

Doug Cooper noted that on Actual\Budget\Projected, Actual and YTD Actual should be the same. Correction to be made.

Motion Upon motion duly made and seconded, the Board unanimously accepted the January 2020 Financial Report as modified.

IX. REVIEW OF BOARD DIRECTIVES

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

- More detail Aged Delinquent Account information,
- Talk to Bob Jondle about getting trademark standards.

X. IMPORTANT MEETING DATES

The next meeting will be held on March 26, 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

Mark Larson expressed his gratitude to Linda Battin stating it has been a pleasure and privilege to work with Linda in her capacity as a Board member for the past eleven years.

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the November Board of Directors meeting at 10:25 a.m.

Respectfully Submitted by,

Linda Matthews
Executive Assistant/DRC Administrator