

**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, March 26, 2020

Via Video Conference

ATTENDEES: Directors - Doug Cooper, President; Chuck Skinner, Vice President; Frank Jacobsen, Treasurer; Wendy Ingraham, Secretary; Al Notary, Director and 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. All attendance was via video conference, not in person.

OTHERS PRESENT: Metropolitan District: District Manager Burt Knight.

EXCUSED: None

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.

This meeting is being held by video conference in light of the Covid-19 pandemic and the State of Colorado Governor's Stay-at-Home Orders. It was verified that everyone in attendance could hear each of the others.

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. ELECTION OF BOARD OF DIRECTOR OFFICERS

(This item was inadvertently missed and was taken up after VI. Action Items,

A. Nominations for Homes Association Committee Membership)

Director Skinner presented the nominations for the Board of Director Officer positions.

Motion

Upon motion duly made and seconded, the Board unanimously approved the election of the following Board Officers - Doug Cooper, President; Chuck Skinner, Vice President; Frank Jacobsen, Treasurer; Wendy Ingraham, Secretary; Al Notary, Assistant Treasurer, and Mark Larson, Assistant Secretary.

IV. FEBRUARY 2020 MEETING MINUTES

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

Motion

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

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

Mark Larson reported on a resident issue stating if this pandemic continues, we may need to change the rules to allow residents to grow vegetable gardens on their property. Mr. Larson does not think we are at the point where we need to consider this. Gardens must be approved by the Design Review Committee.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

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

(Item III. ELECTION OF BOARD OF DIRECTOR OFFICERS was inadvertently missed and was taken up at this point in the meeting.

B. Consideration of Capital Requests

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

- 1) Proposal for Modification of Tennis Court 2 into Pickleball Courts

Mark Larson reported the following:

- This proposal would convert Court 2 from a tennis court to three pickleball courts.
- This will include resurfacing the current court, installing permanent pickleball nets and fencing, and lining the court for pickleball play.
- Court 2 is not a strict rectangle; the four corners are cut off, therefore only three pickleball courts will fit.
- The existing basketball court will be resurfaced and lined for pickleball play and basketball play with pickleball played with a portable net.
- The existing pickleball court will be resurfaced and lined for pickleball play with an installed pickleball net.

Mr. Skinner asked where the tennis backboard will go. Mr. Larson responded that it would remain in its current location or may be relocated to one of the other courts after the fifth tennis court is built.

Motion Upon motion duly made and seconded, the Board unanimously approved the Tennis Court to Pickleball Court Capital Request in the amount of \$28,000 including \$5,900 from Reserve Funding for court resurfacing and \$22,100 from New Capital to convert Tennis Court 2 to three Pickleball Courts and resurface the existing Pickleball Courts.

2) Proposal for Architectural Plans, Civil Engineering and County Submittal for New Tennis Court.

Mark Larson reported the following:

- This additional tennis court requires Douglas County review, however no walls are necessary in this new location.
- There are no easements involved, however there are a couple of drainage issues in the ditch along Canyon Club Drive.
- Mr. Larson's recommendation is to move the new tennis court through Douglas County and be ready to build the court in August 2020.
- The Douglas County process will take from late April to late July if all goes well.

Chuck Skinner asked if the Board needed to approve this request today in order to have the court ready this year or if the Board could wait to approve this next month. Wendy Ingraham proposed the Board defer this until the April Board meeting. Frank Jacobsen agreed with Ms. Ingraham. Mark Larson stated we could delay until next month and perhaps still have the court ready by fall.

Al Notary agrees with deferring this request until next month. With no one in favor of proceeding, this Capital Request will be deferred to the April Board meeting.

Mark Larson stated that all tennis activities have been cancelled due to the Tri-County Health order through April 17. Tennis is not permitted, and courts must be closed. Mr. Larson continued that all our facilities are posted as closed.

VII. INFORMATION/DIRECTION

A. Annual Meeting Recap

Mr. Larson reported the following:

- About 150 people attended the meeting though we had hoped for higher attendance.
- There were 574 votes cast in the election; 99 were cast the night of the meeting.
- There were three candidates on the Ballot/Proxy and another 12 residents received one vote each.
- Topics that were raised included the asphalt plant in Louviers, traffic noise, and perimeter fencing.
- The meeting went well with positive feedback.
- Mark Larson was asked about putting a handicap swing at the new Summit Club Park.

VIII. MANAGEMENT/LIASION REPORTS

A. Metropolitan District Items – Burt Knight, District Manager

District Manager Burt Knight presented the following:

- Metro is tracking and responding to the Covid-19 pandemic; working closely with Mark Larson, keeping a consistent message.
- The March 29 Metro meeting was cancelled because they could not do call in. The scheduled April 16 meeting may be rescheduled.
- The Metro Board election is May 5 and everything is moving ahead as it should. Mr. Knight expects the election to be conducted on schedule.
- There are four Board candidates: Cynthia Cerny, Tad Walden, Jeff Battin and Mike Lanam.
- The candidate bios were to be published in the next Village Reporter however the April/May VR has been cancelled. Instead the candidate bios will appear in the Village Weekly eblast, be sent out in Metro water bills and be posted on the Metro website.

- In response to the Covid-19 pandemic Metro closed their facilities and began rotating administrative staff and field crews. Then, most of the administrative staff began working from home with only half the field crews on duty. The water treatment workers were isolated from other workers.
- Metro communicated with surrounding utilities such as Castle Rock, Parker, Roxborough and Greeley and found that Metro's response is consistent with other utilities in that all are closed to public access.
- Metro is thankful for Mark Larson in communicating with residents.

B. General Manager – Mark Larson

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

- Mr. Larson will set up a meeting in April for Chairs of the Village Committees.
- The Long Range Planning and Finance Committee has not met; Mr. Larson has had financial conversations with the Committee.
- All events have been cancelled due to the Covid-19 pandemic.
- CPHA administrative staff is all working from home. Rick Plotke will return to the office Monday.
- The CPHA and Metro have worked well together.
- The Marketing Committee provided a written report. The report shows fewer Open Houses in 2020 than in 2019. Open Houses have been shut down due to the pandemic. Mike Buck says not as many houses are on the market.

Doug Cooper mentioned a program the CPHA is managing to assist residents who need groceries or prescriptions that are unable or unwilling to go out. There are 40 volunteer Village helpers. Only one request for assistance has been made. Mikayl Bristol of the CPHA is managing the program connecting those in need with a volunteer helper.

Frank Jacobsen stated he met with Mike Buck and Tim Clark to give them the Open House Policy. The Policy has been sent out to Brokers on Ms. Wright's list.

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 March 2020 Board Package)*.

- ES responded to 1239 incidents in February; eight of those were medical incidents.
- Current ES staffing is at 36 with one officer in training. EMT school has been

suspended due to the Covid-19 pandemic

- There were nine gate strikes in February.
- ES responded to two traffic accidents; one at Cielo and another where a person slid off the driveway in bad weather.
- There were 30 Open Houses in February.
- Perimeter fencing on the boundary between the Village and the Lagae development needs repairs. No trespassing signs will be added once it is repaired.

IX. FINANCIAL REPORT: FEBRUARY 2020

General Manager Mark Larson presented the February 2020 Financial Report giving an overview of the Actual\Budget\Projected.

(See Tab #4 of the March 2020 Board Package)

Mark Larson reported the following:

- Negative variances are timing issues.
- ES has a negative variance in payroll, staffing and overtime is under; Gate Officers are working 42 hours over two weeks.
- Capital Projection – next month we will have list of which projects we plan to do and when we will do them.
- Next month there will be more detail provided because Mr. Larson will review line by line for the Long Range Planning and Finance Committee.

Motion Upon motion duly made and seconded, the Board unanimously accepted the January 2020 Financial Report as presented by Mark Larson.

X. REVIEW OF BOARD DIRECTIVES

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

- Work with Margie Cheatum on aged accounts.
- Track down flower orders.
- Risk analyses on expenditures and when to make decision on new tennis court.

XI. IMPORTANT MEETING DATES

The next meeting will be held on April 23, 2020, in the Castle Pines Homes Association Conference Room located at 688 W. Happy Canyon Road unless Covid-19 pandemic response requires otherwise; 7:00 am – Executive Session, 8:00 am - Regular Meeting.

Mark Larson commented that the Committee meetings can be handled through Zoom video conferencing just like this meeting was. It could be harder for the Design Review Committee but this method may work.

Chuck Skinner asked if our video conferencing for the conference room purchase is on track. Mr. Larson responded that we are on the schedule for early April and should be up and running by May.

Rick Plotke mentioned that ES sent out a Voice Shot yesterday. There were 1,494 live answers and 1,043 answering machines. The process for including resident numbers on the Reverse 911 list will be detailed in the Village Weekly.

XII. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously voted to adjourn the November Board of Directors meeting at 9:25 a.m.

Respectfully Submitted by,

Linda Matthews
Executive Assistant/DRC Administrator