

**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, August 27, 2020

Via Video Conference

ATTENDEES: Directors - Doug Cooper, 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, Accountant Margie Cheatum, Compliance Coordinator Kevin Olsen, and Executive Assistant/DRC Administrator Linda Matthews. All attendance was via video conference.

OTHERS PRESENT: Metropolitan District: District Manager Burt Knight. Residents: Vic Pluto, JC Heinen, James Markowski, Phillip Reigan, Ray Haley.

EXCUSED: Chuck Skinner, Vice President

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 8:03 a.m.

This meeting is being held by video conference due to the COVID-19 pandemic. Each of the directors could see and be seen and hear and be heard by the other directors.

Doug Cooper shared the following guidelines for the meeting:

- All participants are to mute themselves when not speaking.
- If you wish to speak, raise your hand virtually and wait until recognized to speak.

II. CONFLICT OF INTEREST DISCLOSURE

It was stated 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. No conflicts were identified.

III. JULY 2020 MEETING MINUTES

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

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the July 23, 2020 Board of Director meeting minutes as modified.

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

No homeowners requested to be heard before the Board.

V. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported that Beth Westberg has been nominated to serve on the Emergency Services Committee.

Motion

Upon motion duly made and seconded, the Board approved the appointment of Beth Westberg as a member of the Emergency Services Committee.

B. Resolution to Establish Banking Relationship

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

Mark Larson presented the Resolution for the Credit Union of Denver.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously adopted the Credit Union of Denver Resolution as presented and as attached to and incorporated in these minutes and authorized any Officer to sign on behalf of the Association.

C. Updated Rules and Regulations

(See Tab #3 of the August 2020 Board Package)

Mark Larson presented the Updated Rules and Regulations for the Board to adopt pending review by outside legal counsel and public comment after the legal review.

Mr. Larson stated the following:

- The current Rules and Regulations were adopted in 2008.
- The proposed Rules and Regulations have been formatted for easier navigation.
- Conflicts within the Rules and Regulations have been resolved.
- The proposed Rules and Regulations include Contractor Rules.
- Substantive changes have been made in the proposed Rules and Regulations.
- The CPHA will publish a comparison document between the current and proposed Rules and Regulations documents.
- The Board is expected to adopt the proposed Rules and Regulations in final form in September or October.

Mr. Reigan asked what happens when the Rules and Regulations are not followed? Doug Cooper responded that there is a process for those that break the Rules and Regulations. Mr. Reigan commented he has not found the process to his satisfaction and would like to see the CPHA have a more standardized operating procedure.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board voted to adopt the Rules and Regulations pending legal review and a 30-day homeowner input/review period.

D. Combined Homes Association Policies

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

Mark Larson presented the Governance Policies for the Castle Pines Homes Association stating they allow for the operation of the organization and are mandated by Colorado statute. Director Cooper stated these are policies the CPHA has had in place that have been updated and combined into one document for easier reference. Outside legal counsel will review the Governance Policies however they are not subject to public comment.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board voted to adopt the Governance Policies pending legal review.

E. Capital Requests:

(See Tab #5 of the August 2020 Board Package)

1) Trail Maintenance

Mark Larson reported the following (see attached handout of slides):

- Reserve funds are set aside each year to fill cracks on the trails, replace damaged asphalt, and seal coat areas for protection or uniform appearance.

- Reserve Funds are \$44,138; this request is for \$51,680 to do needed repairs. The difference in funds will be paid from 2021 Trail Maintenance.

Motion Upon motion duly made and seconded, the Board unanimously approved the Trail Maintenance Capital Request in the amount of \$51,680 to be funded from Reserve Funds for the maintenance of the trails as shown.

2) New Tennis Court Plans and Permits

Mark Larson reported the following (see attached handout of slides):

- This project will complete the architectural plans to include civil engineering for the installation of a new tennis court by the Canyon Club Pavilion.
- This request is for \$33,500 New Capital.
- \$5,000 is included in this request for evaluation of storm water maintenance and additional parking if required by Douglas County.

Motion Upon motion duly made and seconded, the Board unanimously approved the New Tennis Court Plans and Permits Capital Request in the amount of \$33,500 to be funded from New Capital for the architectural plans to include civil engineering for the installation of a new tennis court at the Canyon Club.

VI. INFORMATION/DIRECTION

A. Metroplex Information

Mr. Larson presented several slides (see attached handout of slides) and reported the following:

- Metroplex is the FAA redesign of air traffic (approach and departure) to better control air traffic as DIA expands. The redesign has resulted in an increase of aircraft flying over the Village.
- Several airports are impacted including DIA and Centennial airport.
- An environmental assessment was conducted but indicated there is no significant impact.
- Legal action is underway by Centennial Airport, Arapahoe County and possibly Douglas County.
- Mr. Larson has spoken with two attorneys and is exploring ideas and options.
- A letter will be sent to the Board of County Commissioners encouraging Douglas County to rejoin and remain in the lawsuit.
- Residents will be kept informed

VII. MANAGEMENT/LIASION REPORTS

A. Metropolitan District Items – Burt Knight, District Manager

District Manager Burt Knight presented the following:

- Water restrictions went into effect on August 19 due to a failed pump at well A8.
- Metro is committed to the residents to provide clean drinking water and fire protection.
- Metro approved the Road Construction Committee Chair – Cassie Vetter.
- The Metro Picnic was held on August 15 as a drive through meal providing 1000 meals to residents.

B. General Manager – Mark Larson

(See Tab # 6 of the August 2020 Board Package)

CPHA General Manager Mark Larson presented the Manager's Report and reported the following:

- The Village Lake Fitness Center hours were expanded to 6 am to 6 pm daily.
- Douglas County Schools reduced the number of bus stops in the Village from 13 down to 3; Gate 1, Summit Club and Canyon Club.
- Coffee with the Manager Event held on August 17 via video conference. 27 residents attended.
- Oktoberfest Celebration is scheduled for September 12 at the Canyon Club and includes a concert by a German band (listen from car), walk through meal at the Pavilion and a movie in the park after dinner (watch from car).
- Coffee with the Manager discussion included a review of the Homes Association budgeting process, impacts on the 2021 budget, and proposed new capital projects for the next five years.

C. Emergency Services – Mark Larson

(See Tab #6 of the August 2020 Board Package)

General Manager Mark Larson presented the Emergency Services Report and reported the following:

- ES responded to 684 incidents in July.
- Entries into the Village are up and requested Vacation Checks are down.
- Staffing is at 36 of the authorized 40 staff members. The Director of Emergency Services position is still vacant.

VIII. FINANCIAL REPORT: JULY 2020

General Manager Mark Larson presented the July 2020 Financial Report giving an overview of the Actual\Budget\Projected. *(See Tab #7 of the July 2020 Board Package)*

Mark Larson reported the following:

- Our three primary facilities, Canyon Club, Summit Club and Village Lake Fitness Center are slightly over budget due to increased staffing levels and extending operating schedule.
- Positive variance for the year due to staffing levels and the Director of Emergency Services staff vacancy.

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

IX. REVIEW OF BOARD DIRECTIVES

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

- Employee/volunteer indemnification language.
- Work on Metroplex and return with information.

X. IMPORTANT MEETING DATES

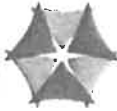
The next meeting will be held on September 24, 2020, in the Castle Pines Homes Association Conference Room located at 688 W. Happy Canyon Road unless pandemic response requires otherwise; 7:00 am – Executive Session, 8:00 am - Regular Meeting.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the August Board of Directors meeting at 9:38 a.m.

Respectfully Submitted by,

Linda Matthews
Executive Assistant/DRC Administrator



BUSINESS RESOLUTION

/HEREAS, _____, a Colorado _____
(Name of Business) (Type/Form of Business - i.e. Partnership, Corp, LLC, etc.)

is desirous of opening one or more depository accounts with Credit Union of Denver and of appointing one or more additional authorized signers on all depository accounts now existing or hereafter opened as Credit Union of Denver.

NOW, THEREFORE, BE IT KNOWN that the undersigned, representing all of the authorized officers of the Company, hereby authorize and appoint the following individual(s) as additional authorized signer(s) for the Company on all depository accounts now existing or hereafter opened at Credit Union of Denver.

Signer _____ (Print Name) Signer _____ (Print Name)

Signer _____ (Print Name) Signer _____ (Print Name)

BE IT RESOLVED, that the above named person is hereby appointed, empowered and authorized to do all things necessary on behalf of the company to open, maintain and perform all transactions on all company owned accounts at Credit Union of Denver, upon such terms and conditions as he/she deems appropriate, and to pledge company property as collateral for any obligations of the Company to the Credit Union; and

BE IT FURTHER RESOLVED, that any bank, title company or other entity or individual may rely upon this resolution as certification that any one of the above-named individual(s) have full authority and legal power to carry out the above-described transactions, and to execute any and all necessary documentation on behalf of the company to complete the transactions, including but not limited to account agreements, signature cards, promissory notes, security agreements and other related documents, and other related documentation; and

BE IT FURTHER RESOLVED, that the above named appointee of the company is hereby appointed, empowered and authorized to make receive, endorse and deposit all instruments made payable to the company, make any or all withdrawals from company accounts, effectuate electronic and wire transfers, effectuate payments of funds and do any and all other transactions related to opening, maintaining and performing all necessary transactions in compliance with the terms of the account documents.

NOTE: This form must be notarized if not being signed by ALL parties in the presence of a credit union employee.

Owner 1 - Print Name _____ Date of Birth _____ Title _____

Signature _____ Date _____

State of _____)

County of _____) ss.

Subscribed and sworn to before me this ____ day of _____, 20____.

My commission expires: _____
Date Notary Public

Owner 3 - Print Name _____ Date of Birth _____ Title _____

Signature _____ Date _____

State of _____)

County of _____) ss.

Subscribed and sworn to before me this ____ day of _____, 20____.

My commission expires: _____
Date Notary Public

Owner 2 - Print Name _____ Date of Birth _____ Title _____

Signature _____ Date _____

State of _____)

County of _____) ss.

Subscribed and sworn to before me this ____ day of _____, 20____.

My commission expires: _____
Date Notary Public

Owner 4 - Print Name _____ Date of Birth _____ Title _____

Signature _____ Date _____

State of _____)

County of _____) ss.

Subscribed and sworn to before me this ____ day of _____, 20____.

My commission expires: _____
Date Notary Public

FOR CREDIT UNION USE

Date Opened/Changed _____ / _____ Account # _____ REP _____ TAX ID/EIN _____

OFAC: OWNER 1 ATTACHED EXISTING MBR - ACCT# _____

OWNER 3 ATTACHED EXISTING MBR - ACCT# _____

OWNER 2 ATTACHED EXISTING MBR - ACCT# _____

OWNER 4 ATTACHED EXISTING MBR - ACCT# _____