

**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, November 19, 2020

Via Video Conference

ATTENDEES: Directors - Doug Cooper, President; Chuck Skinner, Vice President; Frank Jacobsen, Treasurer; Wendy Ingraham, Secretary; Al Notary, Assistant Treasurer. Present from the CPHA staff: General Manager and Assistant Secretary Mark Larson, Compliance Coordinator Kevin Olsen, and Executive Assistant/DRC Administrator Linda Matthews. All attendance was via video conference.

OTHERS PRESENT: Residents: Matt Stamey, Maria Larsen, Pat Foley, Beverly Carr, Carol Kingsley, Barb Brophy, Richard Huser, Scott Carrington, Cici Holbrook, Liane Mair, Victor Pluto, Don Hansen, Monica Flinner-Ross, Linda Guiberson, Roger Dadlani, Winn Halverhout, Lyn Krause, Bill Aplin, Christy Mock, Christine Horowitz, and Steven Marx.

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

Mr. Cooper called the general meeting to order at 8:03 a.m. and noted the following: this meeting is being held by video conference due to the COVID-19 pandemic and all directors are on the call and each of the directors can see and be seen, and hear and be heard by the other directors.

Mark Larson noted a correction to the Agenda, Item VIII. Financial Report states October 2019 however, Mr. Larson will be covering the October 2020 Financial Report.

Mark Larson presented the Officer of the Quarter, Jacob Wright. Jacob joined Emergency Services in January of 2020 as a Gate Officer but soon moved into the role of Patrol Officer. Jacob will attend EMT training in 2021. Officer Wright is a graduate of North Center Texas College with an Associates degree and is a favorite with the

residents of the Village. The Board members thanked Jacob for his service and dedication to the community.

II. CONFLICT OF INTEREST DISCLOSURE

Mr. Cooper stated that Board members are 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.

Mr. Cooper stated that the CPHA's Conduct of Meetings policy states that video and/or audio recording of Homes Association meetings is not permitted.

Doug Cooper shared the following guidelines for the meeting:

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

III. OCTOBER 2020 MEETING MINUTES

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

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the October 22, 2020 Board of Director meeting minutes as amended.

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 there were no homeowners seeking Committee Membership at this time.

B. Consideration of the Homes Association 2021 Budget

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

Mr. Larson presented slides regarding the 2021 budget (*see attached handout of slides*).

- The monthly 2021 assessments will remain unchanged - \$300.00 monthly for custom lots and \$225.00 monthly for alternative lots.

- The budget numbers presented exclude pass-thru revenue and expenses.
- Total revenue is budgeted at \$6,596,000.00. CPHA expenses are budgeted at \$5,635,600.00.
- Proposed New Capital is estimated to be \$815,000.00. Board review and approval on a project-by-project basis will be required prior to new capital expenditures.
- Funding for Reserves is \$525,000.
- A summary of the 2021 budget will be sent out to all residents in the Annual Meeting packet.

Mr. Larson reported the Long Range Planning and Finance Committee (LRP&F) did extensive work to complete the proposed 2021 budget. Mr. Skinner noted that Mr. Larson has a good grasp of the budget and that is a testament to him and the LRP&F Committee.

Motion Upon motion duly made and seconded, the Board unanimously accepted the 2021 Homes Association Budget as presented.

C. Approval of Annual Meeting of the Members Date/Location

Mr. Larson presented a slide (*see attached handout of slide*) and reported the following:

- The Homes Association governing documents require the Annual Meeting of the Members be held within the first 90 days of the calendar year.
- The date proposed for the meeting is Monday, March 8, 2021 to be held at Cielo at Castle Pines. Plans will be made for a virtual meeting and election in the event a virtual meeting becomes necessary.
- The meeting will begin from 6:30 pm to 7:30 pm with a social time for residents along with a variety of informational stations.
- The business meeting will be held from 7:30 pm to 8:30 pm.

Motion Upon motion duly made and seconded, the Board unanimously approved the proposed date and location of the 2021 Annual Meeting of the Members on Monday, March 8 at Cielo at Castle Pines.

D. Appointment of Board Election Nominating Committee

Mr. Larson reported, in accordance with the governing documents of the Homes Association, the Board of Directors is required to appoint a Nominating Committee for the Board of Directors election. The task of the Nominating Committee is to review the qualifications of interested candidates for the open Board position and to make recommendations to the Board of Directors on potential candidates for inclusion on the

election ballot. Mr. Larson added that historically the Nominating Committee has consisted of Board members whose seats are not up for election; if the same were to apply this year, the Nominating Committee would include Doug Cooper, Al Notary and Frank Jacobsen. Mr. Larson reported there are two Board seats up for election, the seats held by Wendy Ingraham and Chuck Skinner

Motion Upon motion duly made and seconded, the Board approved the motion to appoint Directors Doug Cooper, Al Notary and Frank Jacobsen to the Nominating Committee. Chuck Skinner abstained from the vote.

E. Consideration of Modifications to Homes Association By-Laws

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

Doug Cooper stated that the need for modifications to the By-Laws arose out of concern by Committee Members that indemnification did not cover Committee Members. In addition, the current By-Laws conflicted with the Colorado Common Interest Ownership Act (CCIOA) in some areas. Other new provisions that have been added include allowing action by written ballot without a Meeting of the Members and making a requirement that Directors must be Members of the Association.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved and adopted the Amended and Restated By-Laws of Castle Pines Homes Association, Inc dated November 19, 2020.

VI. INFORMATION/DIRECTION

A. Annual Meeting Timeline

Mr. Larson presented a slide showing the timeline for the CPHA Annual Meeting election (*see attached handout of slide*). Mr. Larson reported the following:

- A notice for candidates was placed in the October/November edition of the Village Reporter and in the Village Weekly.
- In November, the Board selected the date and location of the Annual Meeting and selected the members of the Nominating Committee.
- In December, the contract for conducting the election will be awarded, candidate information will be received, and a meeting of the Nominating Committee will be held. The Nominating Committee will make their recommendations as to interested candidates eligible to be included on the election ballot.
- In January, the Village Reporter will interview the candidates.

- In February, the Annual Meeting of the Members packets will be mailed to every homeowner, there will be a virtual “Meet the Candidate” event, and The Village Reporter will publish the candidate interviews.
- In March, the Annual Meeting of the Members will be held.

B. Proposed Rules and Regulations Discussion

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

Mark Larson referred to Tab 4 for a complete list of responses to the Proposed Rules and Regulations without names to provide privacy. Many comments were submitted, and additional comments will be accepted through Monday, November 23.

Doug Cooper provided an overview regarding the comments:

- The CPHA received 56 comments and the Board has reviewed all of them.
- No vote has been taken on any changes as the Board is waiting on all comments.
- The Board will review all comments in a working session before the December Board meeting.
- The Rules and Regulations were last updated in 2008.
- The proposed changes update the rules to correspond with items the CPHA and Board have heard about not covered by the old rules.
- Most of the comments have been regarding proposed changes to Driveway Parking 4.10.2. This concept has come from the years of driveway parking complaints that the CPHA has been enforcing under other rules. The CPHA expects residents to use their garage for parking cars. This rule addresses residents with empty spaces in their garage or people that are using one or more bays in their garage for storage. Over half of the comments received on this rule describe situations that are not prohibited by the rule. Residents can apply for a waiver if they have extenuating circumstances. This rule is for overnight parking only.
- Another rule that received numerous comments was rule 4.8 which prohibits bicycles on unpaved trails in the Village. The Board is inclined to allow bikes on trails, but pedestrians will have the right of way. No motorized vehicles are allowed on the trails.

Mark Larson commented that the CPHA will not be out looking at driveways and garages. This rule gives the CPHA the ability to respond to residents with multiple cars in their driveway overnight if it becomes a nuisance to neighbors. Scott Carrington raised the question regarding the shared common parking spaces along the roads and their use. Mr. Larson explained they are meant for guest parking and not resident full-time parking. Mr. Pluto suggests a full

explanation of parking in the Village would be helpful. Mr. Larson responded that this would be a good topic for a Coffee with the Manager. Mr. Larson stated the Rules and Regulations would be an agenda item in the December meeting. Doug Cooper thanked residents for their thoughtful comments.

C. Fiber Installation Update

Mark Larson reported that a virtual community meeting was held with 50+ residents in attendance. Frank Jacobsen made a presentation on the project by the Technology Committee and the Board to install fiber optics to enhance and improve the cellular phone service in the Village. Crown Castle is the company that will install the infrastructure at no cost to the community. Metro is working on this project with relation to the light pole mounted nodes. Frank Jacobsen commented this is a critical project and a good opportunity to enhance cell reception and the technology. Frank continued that this project would add value to Village homes and the entire Village Community. Doug Cooper added that the Technology Committee has been working on this for two years and has found Crown Castle to be the only company to offer the system at no cost to the Village.

VII. MANAGEMENT/LIASION REPORTS

A. Metropolitan District Items – Burt Knight was not in attendance.

Mr. Larson stated the Metro meeting is scheduled for November 19, 2020 at 6 pm via Zoom with the Metro 2021 Budget on the agenda.

B. General Manager – Mark Larson

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

CPHA General Manager Mark Larson stated that the Manager's Report is in the Board Package but that his report has been overcome by events. Mr. Larson reported the following:

- New COVID-19 restrictions, Condition Red in Douglas County goes into effect tomorrow, November 20.
- Under the new restrictions, Emergency Services (ES) is considered critical operation and will continue to operate as usual.
- Some ES employees are out due to contact issues. However, this has not adversely impacted ES operations.
- If necessary, ES has a contingency plan to limit gate staffing, as done before, with Patrol Officers going to 12-hour shifts.
- The CPHA office is allowed 10% in-office staffing. Mr. Larson will be in every day as the Director of ES along with one CPHA employee. CPHA staff will work from home the days they are not in the office.

- The CPHA building will be locked starting Monday, November 23 with access for necessary business only (entry by using the bell on the column at the front door.)
- The Village Lake Fitness Center (VLFC) is allowed only 10% occupancy which is eight people at any one time and reservations are required.
- Masks must be worn at all times at the VLFC covering the nose and mouth. If anyone is unable to wear a mask for any reason, they are not to use the facility during this time.
- A Fitness Center User Agreement has been implemented and residents entering the facility are being required to sign the agreement prior to using the facility. Fitness Center users will need to sign the agreement only once and it will be kept on file. The user agreement outlines the requirements for using the facility.
- If a resident observes someone in the facility not wearing a mask properly, they are to speak to staff.
- All fitness classes currently held at the CPHA have been cancelled to help maintain the health of staff and operations.
- ES continues to sell RFID stickers

C. Emergency Services – Mark Larson

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

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

- There were 883 Incidents in October Including seven medical responses and nine others agency assists.
- Thanks go to the ES staff for their hard work and few call offs and few vacations taken.
- Current staffing is at 37 out of 40.
- Patrol Officers issued 73 citations for traffic enforcement.

VIII. FINANCIAL REPORT: OCTOBER 2020

General Manager Mark Larson presented the October 2020 Financial Report giving an overview of the Actual\Budget\Projected. *(See Tab #6 of the November 2020 Board Package)*

Mark Larson reported the following:

- Projected for the year – running under budget.
- Operating revenue is right on budget.

- Positive variance for the year – due to ES labor with no Chief of ES half the year.
- Expenses dropped from October to end of year after summer pool season ended.

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

X. REVIEW OF BOARD DIRECTIVES

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

- Navigate Covid-19 and continue to function with a healthy staff.
- Provide comments on Proposed Rules and Regulations to the Board by end of business Monday, November 23.
- Provide cross walk map to Doug Cooper with Metro to install marking in spring 2021.

X. IMPORTANT MEETING DATES

The next CPHA Board meeting will be held on Thursday, December 17, 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.

The next Metro Board meeting will be held on Thursday, December 10, 2020 at 6 pm.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the November Board of Directors meeting at 9:50 a.m.

Respectfully Submitted by,
Linda Matthews
Executive Assistant/DRC Administrator