

**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, May 27, 2021

8:00 AM

ATTENDEES: Directors - Doug Cooper, President; Chuck Skinner, Vice President; Frank Jacobsen, Treasurer; Secretary; Al Notary, Assistant Treasurer. Present in the room from the CPHA staff: General Manager and Assistant Secretary Mark Larson, Chief of Emergency Services Matt Wortsman, Accountant Margie Cheatum, Compliance Coordinator Kevin Olsen, CPHA Facilities Manager Nate Nicholas and Executive Assistant/DRC Administrator Linda Matthews.

OTHERS PRESENT: External Auditor – Ryan Lee CPA, Principal, Lee Public Accounting, LLC. Metro District – Burt Knight. Residents – Dan Barry (in person), Barb Brophy, Carl Pendleton. Cici Holbrook, Daniel Deneweth, Geri DeGruy, Hiemi Haines, JC Heinen, Richard and Juli Gordon, Kathy Carrington, Michael Vernon, Pat Foley, Patricia Fiske, Patricia Kincaid, Scott Carrington, Sean Miles, Tammy Overacker, Victor Pluto, Tad Walden, Edith Wilkin, Tim Gold, and Bill Atlas.

EXCUSED: 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

Doug Cooper called the general meeting to order at 8:00 AM and noted the following: Directors meeting in person at the CPHA for the meeting included Doug Cooper, Chuck Skinner, Frank Jacobsen, and Al Notary. Wendy Ingraham did not attend the meeting. Others present in the room were Mark Larson, Linda Matthews, Margie Cheatum, Kevin Olsen, Matt Wortsman, Burt Knight, and Dan Barry.

A modification was made to the agenda. Ryan Lee, CPA will be joining the meeting at 8:45 AM via video conference. Mr. Lee will be heard when he joins the meeting.

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 without consent. Board of Director meetings are open to property owners and invited guests only.

Doug Cooper shared the following guidelines for the meeting:

- All video participants are asked to keep their audio on mute when not speaking.
- If you wish to speak, raise your hand virtually and wait until recognized to speak.
- Comments are to be kept to two minutes or less.

III. INTRODUCTION OF CHIEF OF EMERGENCY SERVICES

Doug Cooper introduced Matt Wortsman, the new proposed Chief of Emergency Services. Matt has been with Emergency Services for nearly six years, starting as a Gate Officer, then promoted to Gate Officer Supervisor. Matt was selected to become a Patrol Officer, completed his EMT training, and was promoted to Corporal in 2019. Chief Wortsman earned his Bachelor of Arts Degree in Political Science from the University of North Florida and a Master of Business Administration from the University of Central Florida. Matt and his wife Erica moved to Colorado in 2015 and live in Colorado Springs.

Motion

Upon motion duly made and seconded, the Board unanimously voted to appoint Matt Wortsman as the Chief of Emergency Services.

Mr. Wortsman thanked the Board for their confidence in him and stated he will work hard for the community.

IV. APRIL 2021 MEETING MINUTES

(See Tab #1 of the May 2021 Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the April 2021 Board of Director meeting minutes as amended.

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

No homeowners requested to be heard by the Board.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported there are two nominations. Jim Lovell for Design Review Committee membership was submitted last month without the necessary paperwork that has now been received. Jim is a builder and will be a good addition to the Committee. Mr. Lovell's resume will be attached to the meeting minutes.

Motion

Upon motion duly made and seconded, the Board unanimously approved the appointment of Jim Lovell as a member of the Design Review Committee.

Mark Larson reported that Kathleen Carrington has been nominated to the Long-Range Planning and Finance Committee. Ms. Carrington's resume will be attached to the meeting minutes.

Motion

Upon motion duly made and seconded, the Board unanimously approved the appointment of Kathleen Carrington as a member of the Long-Range Planning and Finance Committee.

B. Presentation of 2020 Homes Association Audit

(See Tab 2 of the May 2021 Board Package)

Ryan Lee, CPA, and principal at Lee Public Accounting presented the results of the 2020 audit. Mr. Lee reported the following:

- All accounting records were organized, and the staff provided all the information needed to complete the audit.
- Several adjustments were made to the financials.
- The Homes Association received a clean audit.
- For details, review the Draft Audit Report as attached.

Mr. Skinner asked Mr. Lee if the Homes Association Reserve Funding is the average for other Homes Associations Mr. Lee audits. Mr. Lee stated that while he does not evaluate the Reserve Fund the Homes Association is funded more than other Associations he audits.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board approved the 2020 Audit report with minor changes to the management letter.

VII. INFORMATION/DIRECTION

A. COVID Operations Update

Mark Larson introduced Dan Barry, Chair of the Parks and Recreation Committee. Mr. Larson stated that the State and Douglas County have come out with new COVID guidelines for facilities and outdoor activities. Mask guidance has changed: if vaccinated, no need to wear a mask; if not vaccinated, encouraged to wear a mask.

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

- The Village Lake Fitness Center operating hours have been expanded to 6 am to 9 pm.
- The VLFC pool opened on May 22 from 6 am to 9 pm daily.
- VLFC staffing is 6 am to 6 pm, eliminating the hour closed for cleaning. Fitness Center access cards are used for entry.
- Canyon Club and Summit Club pool will open Memorial Day weekend with no reservations necessary. The pool management company will clean tables and chairs between guests. The CPHA will perform tracing by use of the pool passes.

Dan Barry reported on upcoming social events. He stated that last year was challenging but through creativity, some fun events were offered. This year things will be getting back to normal. Parks and Recreation Committee had to revisit catering options since Flying Horse catering changed hands. The Committee has looked at Rocky Mountain Catering and Events, which is a caterer Roz Schroeder of Cielo uses. Dan stated he likes the attention to detail and quality of events from Rocky Mountain Catering and Events plus they offer a full suite of services.

Dan reported the first event is the Summer Solstice on June 19 which will feature a pig roast. There will be 10 smaller tents set up for eating to help with social distancing. Frisbee golf will be set up and other contests will be held. Dan stated he believes there is a lot of demand for the social event and they expect about 500 people to attend Summer Solstice.

Mark Larson continued with his slides and reported that upcoming social events include: Tennis and Pickleball Socials, Summer Solstice, Movie Night at the Park, Fourth of July Parade and Barbecue, Adult Social at the Canyon Club Pavilion, Village Field Day at the Canyon Club, Metro Picnic, Triathlon, Oktoberfest, ES Pancake Breakfast and Holiday Tree Lighting.

Chuck Skinner stated the group studying the survey results will be concentrating on the results regarding Parks and Recreation. Those results will include recommendations for enhancements. Mr. Barry commented he will look forward to the feedback.

A. Access Control Enhancements Update

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

- New security cameras at gate entrances have been installed and are working.
- Metro District is adding cameras at the water treatment plant, booster stations, and around their main offices on Country Club Drive. ES Dispatch will monitor these cameras.
- Access Control Evaluation – visitors requesting entry without a driver license have been less than 1% of visitors. Almost 40,000 guests were processed in April. Non-resident traffic violations (19 in April) lowest in 2021.
- Thefts and burglaries – none in April and none in 2021.
- ES issued 16 non-resident RFID tags in April.
- Monthly verification of information retrieved from the Driver License when scanned was conducted on May 3.
- Non-resident family member RFID tags are recommended to be valid for one year and service providers, valid for six months.
- Access Control Challenges – the volume of contractor traffic at 7 am due to the immense amount of construction on the north side rather than the process of driver license scans.. Periodic congestion occurs at Gates 1,3, and 5 which prevents access to resident Lanes.
- Actions taken to manage the Access Control Challenges include the issuance of contractor passes and additional staffing at gates.
- Other options for managing the challenges were examined and determined to be impractical such as: eliminate guest processing when backups occur, limit access to the contractors through Gate 1, and expand construction hours. Mark Larson is working with the City of Castle Pines on options for minimizing traffic back up at Gate 5.

Frank Jacobsen suggests striping on the road to mark the Visitor and Resident Entry lanes. Doug Cooper would like another report to the Board in June and then in September, however, Doug would like Mr. Larson to continue reporting monthly to the ES Committee.

Mr. Larson does not want to keep personal identifying information and ES is going through its hard files to purge this data. Mr. Larson is working on a retention policy for data.

VIII. MANAGEMENT/LIAISON REPORTS

A. Metropolitan District Items – Burt Knight, District Manager

Burt Knight reported the following:

- The District is drilling three new wells to ensure the District has water into the future. Sound walls will be erected around the well sites.
- Metro has created a roadway maintenance plan. Work locations will be posted on the Metro website.
- Metro's Conservation Program is working on communicating that water is a precious resource.
- Metro would like to modify irrigation of the Village to irrigate more efficiently.
- Work is being done with sub-HOAs such as Chateau Ridge. The next steps in conservation may require modifications to infrastructure. Metro working on a program to assist HOA's.

Frank Jacobsen commented that messaging on water in the Village is critical. Mr. Jacobsen noted if people think erroneously there is a water shortage in the Village, realtors will stop selling homes in the Village.

The Board members stressed the importance of educating on water conservation without giving an impression that the Village has a water supply issue. Mr. Knight agreed with the Board's concern and stated that Metro's goal is to maximize the effectiveness of irrigation while maintaining the appearance of the Village.

B. General Manager – Mark Larson

(See Tab # 3 of the May 2021 Board Package)

CPHA General Manager Mark Larson reported the following:

- There are 34 custom homes under construction on the north side of the Village in addition to the new Summit and Brookfield developments.
- The new tennis court is under construction with hopes to be completed in June.
- The Family Park at the Summit Club is in place.
- Entry monuments are under construction though dealing with weather issues.
- The Fitness Center remodel is on track for fall. The CPHA is going out for bids in July.
- Committees are beginning to meet in person.

C. Emergency Services – Mark Larson

(See Tab #3 of the May 2021 Board Package)

Chief of Emergency Services Matt Wortsman will be presenting the ES report in the future, but today General Manager Mark Larson presented the Emergency Services Report and stated the following:

- There were 1,294 incidents in April with four medical events and six other agency assists.
- There were 116,771 resident entries and about 40,000 visitors processed at staffed gates.
- 161 RFID tags were sold.
- Gate strikes are up again, almost entirely on incoming gates.
- ES is presently staffed at 34.

IX. FINANCIAL REPORT: APRIL 2021

General Manager Mark Larson presented the April 2021 Financial Report giving an overview of the Actual\Budget\Projected. *(See Tab #4 of the May 2021 Board Package)*

Mark Larson reported the following:

- Revenue is expected to be \$100,000 positive for the year. This positive variance is due to increased DRC fees due to increase building activity, the addition of paying lots before they were anticipated, and the continuation of the Comcast revenue-sharing agreement.
- Overall operating and labor expenses are running slightly positive for the year.
- Operating expenses increase during the summer months with the pool operations, social events, and landscaping.

Motion Upon motion duly made and seconded, the Board unanimously accepted the April 2021 Financial Report as presented.

X. REVIEW OF BOARD DIRECTIVES

- Post in Village Weekly about Pool Standards/Masks.
- Update on Access Control Enhancements in June and September.
- Implement striping at Gate 3 and look at all gates.
- Post in Village Weekly on building activity in the Village.

XI. IMPORTANT MEETING DATES

(See Tab #5 of the May 2021 Board Package)

The next CPHA Board meeting will be held on Thursday, June 24, 2021, at 8:00 AM in the Castle Pines Homes Association Conference Room located at 688 W. Happy Canyon Road.

The Summer Solstice event featuring a pig roast will be held on June 19, 12:00 noon to 3:00 PM.

The next Metro Board meeting is scheduled for Tuesday, June 22, 2021, at 9:30 AM. Metro has moved their Board meetings to the fourth Tuesday of each month.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the March 2021 Board of Directors meeting at 10:13 AM.

Respectfully Submitted by,
Linda Matthews
Executive Assistant/DRC Administrator