

**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, September 23, 2021**

**8:00 AM**

**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, Chief of Emergency Services Matt Wortsman, Executive Assistant/DRC Administrator Linda Matthews, Compliance Coordinator Kevin Olsen, Facilities Manager Nathan Nicholas.

**OTHERS PRESENT:** Metro District Manager – Burt Knight. Residents – Barb Brophy, Beth Westberg, Christian Solay, Cici Holbrook, Cynthia Kristensen, Michael Vernon, Mike Volkl, Persis Schlosser, Roger Dadlani, Susan Hamlin, Jordan Mendell, Patty Kincaid; Barbara Bird, Elliott Batson, Andrea Batson, Janet Sennett, Michael Sennett, Zach Ward, and Don Hansen.

**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**

Doug Cooper called the general meeting to order at 8:05 AM and noted the following: all directors are present in the room for the meeting, along with Mark Larson, Matt Wortsman, Linda Matthews, and Kevin Olsen. Burt Knight, Castle Pines Metropolitan District Manager, also attended the meeting in person. Residents who attended the meeting joined by video conference with the exception of Elliott and Andrea Batson and Micael and Janet Sennett, who joined in person.

No modifications were made to the Agenda.

## **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 prohibits the video and/or audio recording of Homes Association meetings 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. AUGUST 2021 MEETING MINUTES**

*(See Tab #1 of the September Board Package)*

**Motion**

**Following the Board's discussion and upon motion duly made and seconded, the Board unanimously approved the August 26, 2021 Board of Director meeting minutes as amended.**

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

No homeowners requested to be heard by the Board.

## **V. ACTION ITEMS**

### **A. Nominations for Homes Association Committee Membership**

Mark Larson reported that Mike Crisman resigned from the Parks and Recreation Committee due to other commitments. To replace Mr. Crisman, the Parks and Recreation Committee has nominated Village resident David Carroll to the Parks and Recreation Committee.

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved the appointment of David Carroll to the Parks and Recreation Committee.**

### **B. Proposed Modification; CPHA Rules and Regulations**

*(See Tab #2 of the September Board Package)*

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

- To modify the CPHA Rules and Regulations, a revision is suggested by the Board or a Committee, and the language of the proposed change is adopted in a Board meeting. The proposed revision is then published in the Village Weekly, requesting comments for 30 days. The Board considers the residents' comments and adjusts language as warranted. Then the Board of Directors approves or rejects the revision.
- The Emergency Services Committee put forth the modifications being considered based on comments and concerns about very young children driving scooters and golf carts (Section 4.3). The proposed revision clarifies that failure to obey a traffic control device (stop at stop sign) is a violation and that operators of golf carts and certain other motorized vehicles (licensed and unlicensed) on Village roadways must possess and carry a valid driver's license.
- The proposed revision also clarifies what vehicles are allowed on Village trails as follows: manually powered and electric bicycles and scooters are permitted on paved trails. Only manually powered bicycles and scooters are allowed on unpaved trails. Toy vehicles are permitted on all trails but not on Village roadways. Pedestrians have the right of way on all Village trails, and there is a 10 MPH speed limit on all Village trails.
- The proposed revisions (clean copy and redline version) was published in Village Weekly with a request for resident review and comments. The Board of Directors reviewed the comments received, and minor changes were made to the Rules and Regulations revision.

Several residents in attendance at the meeting expressed their concern with the requirement that operators of golf cart-type vehicles possess a valid driver's license. The residents felt that children under the age required to obtain a valid driver's license possess the ability to operate a golf cart type vehicle on Village roadways. The Board responded that this revision had been worked on by the Emergency Services Committee and was designed to provide a safe driving environment for all users of Village roadways. In addition, the Board stated that the vast majority of comments received from Village residents during the comment period were in favor of the proposed revision.

## **Motion**

**Upon motion duly made and seconded, the Board unanimously approved the revisions to the Castle Pines Homes Association Rules and Regulations as presented.**

### **C. Capital Request – Video Conferencing in Wildcat Room**

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

- This Capital Request is to install a video conferencing system in the Wildcat Corner, lower level of the Castle Pines Homes Association, like the system in the main Conference Room.
- Both rooms are used regularly, and there is a need to do video conferencing in both locations. The Wildcat Corner is a larger room that allows larger groups to come in person and others to come in via Zoom.
- The proposal is for \$39,967.
- The project was in the new capital budget for 2022; however, the request is to install this year.
- The CPHA has a Zoom commercial license and hosts 250 users, which can be upgraded to 500 users.
- The current bid is by the same company that installed the system in the Conference Room system.

Mikayl Bristol reported the following:

- The system includes an HD projector and a larger screen, 109". (Not a television due to the museum décor of the room.)
- The system will require three to four microphones; however, it will utilize the existing speakers.
- The projector will be upgraded for use in presentations when not using Zoom.

Chuck Skinner commented that he thinks the conferencing system is a good idea and will benefit the residents; however, it is going to cost too much. Mr. Skinner suggests the project be sent to the Technology Committee to do more research and that the project should be sent out for competitive bid. The project is to come before the Board in the October or November Board meeting.

## **VI. INFORMATION/DIRECTION**

### **A. Village Like Fitness Center Remodel Update**

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

- The VLFC closed the day after Labor Day, and the interior renovation began.
- All items were removed, equipment was dismantled and stored in on-site containers.

- Demolition has begun, and the fireplace, walls, kitchen, and reception area have been removed.
- The contractor, architect, and CPHA meet every week.
- The project is on schedule, with the Fitness Center scheduled to open no later than Memorial Day weekend 2022.
- The newly open configuration of the facility will allow for additional equipment. Some equipment will be shifted around, and new equipment will be added.
- The CPHA has handed out over 300 Planet Fitness passes, though not all have been redeemed.

## **B. Conceptual Operation of Pedestrian/Bicycle Access/Exit**

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

This project has been in the 10-year financial plan. However, today's discussion is conceptual only, with no capital request at this time. Information has been gathered to discuss if this is a project the Board would like to pursue.

- The purpose of this project would be to provide Village Access and Exit to Village resident pedestrians and bicycles.
- Two locations have been identified, both at the existing emergency egress gates. The south side location is on Castle Pines Drive South near Ten Mile Place, and the north side location is on Castle Pines Parkway near Westchester Circle.
- The Village acquired an easement to Castle Rock Parkway when Castle Rock purchased and put into a conservation easement the 13-acre parcel next to the Village created by the installation of Castle Rock Parkway.
- The installation schedule would be spring 2022.
- Slide shows configuration of the new gate. It can be the same color as existing fencing. Gate to be operated with a card reader.
- The key card required would be the same as the pool passes for the Canyon Club and Summit Club. Residents will have to register to activate the access card for the pedestrian gate.
- No parking will be provided near the pedestrian gates, nor will parking be allowed.
- There will be camera coverage at both gates so ES Dispatch can monitor.
- The gates will lock in the event of a power outage, and ES can make the gates accessible.
- The cost as presented is \$80,000 per location, including equipment, installation of power, internet connection, and the installation of cameras.

Resident comments included:

- Concerned about the cost of the project and does not think the pedestrian gates will receive much use.
- The feedback from the survey was in favor of the project.
- Likes the gate and would like to have this new access, though not satisfied with the cost.
- Likes the idea of access to stores and restaurants south of the Village.

Board comments included:

- Doug Cooper suggested the project could wait for the bike trail to be in place. Doug stated the Board considers cost and potential usage of amenities and allocation of capital considering what residents want and what is best for the community.
- Frank Jacobsen stated the Board tries to figure the cost and benefit of new projects. Frank suggested it is difficult to know how many people will actually use the gates.
- Wendy Ingraham thinks there may be a better southern location but noted a lack of approved access across Castle Rock property. Wendy is also interested in the timeline on widening Highway 85 and the installation of a bike path.
- Chuck Skinner thinks the new gates would be used.
- Doug Cooper suggests holding off on this project until the bike path is completed. Frank Jacobsen, Wendy Ingraham, and Al Notary think the project should be delayed as well.

Following the discussion, the Board of Directors decided to postpone the project for 2022 and reconsider at a later date.

### **C. 2022 Homes Association Budget Process**

Mark Larson showed a slide (see attached handout of slides) and reported the following:

- September – working session with Board of Directors and Long Range Planning and Finance Committee.
- October – review draft budget with Committees.
- October – working session with Board of Directors
- October 21 – Coffee with the Manager on 2022 Budget
- November 18 – Board of Directors Monthly Meeting Adopt Budget
- A packet goes out to members in early February 2022 that contains audited 2020 numbers, the 2021 budget, and the budget to 2022.

## **VII. MANAGEMENT/LIAISON REPORTS**

### **A. Metropolitan District Items – Burt Knight**

Mr. Knight reported the following:

- The next District Board meeting is Tuesday, September 28. At the previous District meeting, the project for curb and gutter from the tree tunnel inside Gate 3 to the north entrance to Prato was discussed but not approved. This project will not be installed at this time.
- Roadwork is going well into fall.
- The District is soliciting RFP for a transportation speed study. The intent is to investigate what the District should do to physically improve the roadways.
- The District plans to meet with residents to discuss various speed mitigation methods.
- As the new District Infrastructure Committee is formed, they too will participate in the speed study.
- There will be input and discussion from the Emergency Services Team and the District's team on the topic of speed in the Village.

Mr. Knight announced he is leaving his employment with the Metropolitan District next month. His position has been advertised, and the Board is considering the new candidates. Burt thanked Mark Larson and the CPHA for their assistance during his tenure.

Following Mr. Knight's report, the Board of Directors thanked him for his dedicated service to the Village and wished him well in the future. Mr. Larson also expressed his thanks to Mr. Knight for his service.

### **B. General Manager – Mark Larson**

*(See Tab # 4 of the September 2021 Board Package)*

CPHA General Manager Mark Larson reported the following:

The referral letter on the development 7007 Daniels Park Road Land Use was submitted to Douglas County. Cindy Kristensen commented that other residents made comments on the plan that were very good. Ms. Kristensen stated there are two Golden Eagle nests on the development property and that Colorado Parks and Wildlife are to confirm this claim.

The Summit Family Park has a new covered picnic table, a disabled person swing, and new landscaping.

A new rope system rail has been added to the trail at the end of the cul de sac on Canyon Club Drive.

The Court complex is undergoing hardscape enhancement with flagstone areas, walls, and pathways.

The new Village entry monuments at Gates 1 and 4 are complete. Landscaping has been installed that is in the process of being adjusted and fine-tuned.

**C. Emergency Services – Matt Wortsman**  
(See Tab #4 of the September 2021 Board Package)

Chief of Emergency Services Matt Wortsman reported the following:

- Current staffing for Gate Officers is 13 of 15; one Gate Officer was promoted to Patrol, intending to hire two Gate Officers.
- There are currently three Patrol Officers attending Emergency Medical Technician school with a completion date in December 2021.
- Parking violations have gone up along with traffic patrol.

**VIII. FINANCIAL REPORT: August 2021**

General Manager Mark Larson presented the August 2021 Financial Report giving an overview of the Actual\Budget\Projected. (See Tab #5 of the September 2021 Board Package)

Mark Larson reported the following:

- The report shows where we are to date and how to end up.
- Administration Operations is over what we anticipated.
- Village Lake Fitness Labor is off due to an unexpected need for additional employees.
- Parks and Recreation Events are anticipated to be \$80,000 negative. Attendance at events was very high due to Covid last year. There will not be as much in the budget for events next year as we spent this year; however the budget has increased next year.
- Parks and Recreation Committee will discuss paring down events. There are too many events to host. The possibilities are paid for through the homeowner assessments.
- Capital Projection report has the projects that come out of New Capital, such as the Fitness Center renovation. Projects are reviewed extensively by the Long

Range Planning and Finance Committee. The list at the bottom of the report are the projects that have not been done.

- A reserve study is done every three years (next one in 2022). A specialist looks at all the assets and produces a schedule on how long an asset lasts and when it is to be replaced. The reserves are funded at \$525,000 each year.
- Balance Sheet – funds are divided into two categories – operation and reserve. The funds cannot be mixed. Reserves are funded out of operations at \$535,000 per year.

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

#### **IX. REVIEW OF BOARD DIRECTIVES**

- Secure two additional bids for video conferencing.
- Provide Village-wide survey information and post it on the website.
- Table, for now, work on pedestrian/bicycle gates.

#### **X. IMPORTANT MEETING DATES**

*(See Tab #6 of the September 2021 Board Package)*

The next CPHA Board meeting will be held on Thursday, October 28, 2021, at 8:00 AM in the Castle Pines Homes Association Conference Room located at 688 W. Happy Canyon Road.

Wildlife Committee presentation - Animals of All Hallows Eve will be held October 15, 2021, at 6:30 PM, Wildcat Corner.

The Emergency Services Pancake Breakfast will be hosted on October 30, 2021, 8 AM, Wildcat Corner.

The next Metro Board meeting is scheduled for September 28, 2021, 9:30 AM.

#### **XI. ADJOURNMENT**

**Motion** Upon motion duly made and seconded, the Board unanimously voted to adjourn the September 2021 Board of Directors meeting at 11:50 AM.

Respectfully Submitted by,  
Linda Matthews  
Executive Assistant/DRC Administrator