

# 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 24, 2022**

**8:00 am – Regular Meeting**

**ATTENDEES:** Directors – Frank Jacobsen, President; Doug Cooper, Vice President; Chuck Skinner, 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 (via Zoom).

**OTHERS PRESENT.** Residents (via Zoom) – Barb Brophy, Steven Davies, Tina Haley, Don Hansen, Cici Holbrook, Patricia Kincaid, Lauren Patterson, Carl Pendleton, Matt Scheiman, Persis Schlosser, Michael Vernon, Mike Volkl. Residents (In Person) - Ray Haley, Christopher Silvaggi, Andre Pauka, and David Carroll. From the Metropolitan District: Interim District Manager Josh Shackelford.

**EXCUSED:** None.

### **I. CALL TO ORDER / MODIFICATION OF AGENDA**

Doug Cooper called the general meeting to order at 8:00 am and noted the following: all Board members were present in the room.

### **II. CONFLICT OF INTEREST DISCLOSURE**

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.

Doug Cooper stated that the CPHA's Conduct of Meetings policy prohibits the video and/or audio recording of Homes Association meetings without the Homes Association consent. Board of Director meetings are open to members of the Homes Association 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. ELECTION OF BOARD OF DIRECTORS OFFICERS**

Doug Cooper presented the nominations for the Board of Director Officer positions.

**Motion**

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

### **IV. CASTLE PINES EMERGENCY SERVICES OFFICER OF THE QUARTER**

Frank Jacobsen and Chief Matt Wortsman recognized the Officer of the Quarter – Gate Officer Talon Ryan. Talon was selected for his outstanding work ethic and willingness to pitch in where needed. When asked what Talon likes about his work in the Village Talon said he likes the sense of community and the friendships he has developed here. Congratulations to Talon.

### **V. FEBRUARY 2022 MEETING MINUTES**

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

**Motion**

**Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the February 24, 2022 Board of Director meeting minutes as amended.**

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

Carl Pendleton expressed congratulations to Frank Jacobsen and stated he appreciated Frank Jacobsen attending the Village Lake Homes Association Annual Meeting. Carl requested the master association conduct a meeting where the sub associations and the CPHA Board can get together and discuss issues. Frank Jacobsen agreed to the concept of the meeting.

Ray Haley addressed the Board regarding the proposed extension of Oxford Peak Lane and to express his opposition to making Oxford Peak Lane a through street. Mr. Haley would like to see the new portion of Oxford Peak Lane end at a cul-de-sac rather than allowing traffic up Oxford Peak Lane past his and other homes on the current Oxford Peak Lane. Mr. Haley requests that the Metro Board, the CPHA Board and residents meet with the Fire Department to ask them to reverse their decision on the cul de sac. Frank Jacobsen stated the Board has been supportive of opposing the Oxford Peak

Lane extension. Mark Larson stated the Board has sent several letters opposing the extension and plans to be at the Douglas County Commissioners hearing. Doug Cooper commented that the Board opposes the proposed extension and recommends that the neighbors attend the Commissioners hearing scheduled for April 12. Mark Larson stated he and Frank Jacobsen met with Jack Vickers to reiterate the CPHA's opposition to this and will be meeting with the fire marshall to try and negotiate a mutually acceptable plan. Ray Haley and Andre Pauka stated they are committed to do whatever they can to oppose the extension.

## **VII. APPEAL OF EMERGENCY SERVICES COMMITTEE DECISION**

Christopher Silvaggi addressed the Board regarding his need to park a vehicle overnight on the street for an extended period of time due to a medical condition of his grandchild. Emergency Services has allowed this parking arrangement for some time. Mr. Silvaggi went to the Emergency Services Committee (ESC) for permission to permanently use this parking arrangement. The ESC did not grant the request. The Board expressed concern about the precedent that might be set by this arrangement and the concern if emergency vehicles and the trash truck cannot get by the parked car. Mr. Silvaggi is asking the Board to approve this on-street parking arrangement for three months at a time. Due to new information being provided on this issue by Mr. Silvaggi the Board referred the issue back to the ESC and allowed Mr. Silvaggi's on-street parking to continue until the review by the ES Committee.

## **VIII. ACTION ITEMS**

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

Mark Larson reported there were no nominations for Committee membership but noted that next month Committees will validate if they will would like to go with a new chairperson.

### **B. Capital Request Parking Lot Repaving**

(See Tab 2 of the March 2022 Board Package)

Mark Larson showed slides (see attached handout of slides) and stated the following:

- This Capital Request is for parking lot paving and and striping of four areas for a total cost of \$24,628 including 5% contingency.
- Two bids were obtained for the project with recommended proposal being the most cost effective.
- This reserve expense are identified in the Reserve Study. Funds available in the Reserves is \$33,113.

- The project includes parking lot infrared patch, crack seal, seal coat and striping at the following locations.
  - 1) CPHA Building - \$7,044
  - 2) Village Lake Fitness Center - \$7,267
  - 3) Summit Club Pool - \$5,957
  - 4) Summit Club Family Park - \$3,188

**Motion** Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the Capital Request to pave and stripe the parking lots at the CPHA, Village Lake Fitness Center, Summit Club Pool and Summit Club Family Park with reserve funds for a total cost of \$24,628 including 5% contingency.

**C. Capital Request Summit Club Shade Structures**  
(See Tab 3 of the March 2022 Board Package)

Mark Larson showed slides (see attached handout of slides) and stated the following:

- This Capital Request is for shade structures for the Summit Club pool seating area.
- Feedback from the survey was that there is limited shade at the Summit Club pool except the pavilions.
- RFP's were sent to American Awning Company and Colorado Shade Sails, LLC however only American Awning Company provided a proposal.
- The total cost is \$33,704 including 10% contingency funded from new capital.

**Motion** Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the Capital Request for shade structures at the Summit Club pool from new capital in the amount of \$33,704 including 10% contingency.

**D. Tennis Ball Recycling Program**

Mark Larson shared his screen showing David Carroll's slide presentation. David Carroll serves on the Parks and Recreation Committee and shared the following:

- The problem with tennis balls is that large quantities of tennis balls accumulate over tennis season and they take 400 years to decompose.
- The solution is to reuse and recycle the tennis balls.
- RecycleBalls is a nonprofit dedicated to reuse and recycle all tennis balls with over 4,000 participants in the US.

- The rubber in tennis balls can be ground up and used for things such as sub layer for tennis courts, a natural rubber mulch or ground cover.
- RecycleBalls has a QuickShip program that includes bins for holding balls for recycling. Each bin holds 200 balls and RecycleBalls will automatically replace the bins as needed. Shipping boxes are provided as well.
- There are weatherproof collection bins that would be placed near the fences of all five courts.
- The one time cost for weatherproof bins for five courts is \$1,070 which fits within the Parks and Recreation Committee spending authorization.
- The sponsorship costs \$600 per year.
- The tax benefit for 2,000 balls recycled per year @\$0.30 = \$600

The Board thanked Mr. Carroll for his presentation and thanked the Parks and Recreation Committee for their work on this project. The Board expressed their support for the project and gave their permission to implement it.

## **IX. INFORMATION/DIRECTION**

### **A. Homes Association Annual Meeting Recap**

Mr. Larson presented a series of slides (see attached handout of slides) and stated the following:

- The Annual Meeting of the Members was held on Monday, March 7 at Cielo at Castle Pines in person and via Zoom video conference.
- During the Social and Information hour and the Business meeting approximately 300 people attended the meeting in person.
- During the Business Meeting nearly 70 accounts logged in during the meeting.
- Rocky Mountain Catering did a fine job of serving the residents.
- More proxies were returned in 2021 than 2022 but the meeting in 2021 was held via video conference so people could not attend in person.

### **B. Fitness Center Pool Operations**

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

- The Village Lake Fitness Center hosted an Open House on March 10 and opened for use on March 11, 2022.
- Year-round operation of the pool and hot tub was explored but found to have logistical issues. Covering the pool is more complicated than expected.

- Proposal is to operate the Fitness Center pool and hot tub May 21 through December 3.
- Establish criteria for severe weather operations. Don't want to keep pool open without covering when the weather gets severely cold.
- The budget implications include pool maintenance at \$4,900, and utilities about \$2,000. Individual lane bubble covers will be explored.
- Request is to move ahead with plan.

Frank Jacobsen asked about the age of the boiler. Mark Larson responded it is 2-3 years old, but if we do this long term we will need to look at the boiler. Mr. Larson continued that we could do solar panels to heat the pool in summer, Parks and Recreation Committee will report back to the Board with their recommendations.

## **X. MANAGEMENT/LIAISON REPORTS**

### **A. Metropolitan District Items**

Joshua Shackelford, Interim District Manager for the Metropolitan District reported the following:

- Coming up is \$2.7 million roadway work this year. Determining now what roadways will receive work.
- This summer Metro is updating the irrigation system. In 2023 Metro will begin assigning water budgets to all users. They will make sure Metro is using best practices with irrigation.
- Work continues to update water program. Metro pursuing a bond issue to help fund water projects.
- Well drilling on Happy Canyon Road will conclude at the end of this week. Next they will install motors and controls.
- Another well will be drilled but is shallower than the well on Happy Canyon Road.

A question was asked about the trail by the well on Mirage and Red Pass. Concerned about the appearance and disrepair of the enclosure or fence around the well. A resident asked if there will be a map showing what roads will be repaired this year. Mr. Shackelford stated there will be a map available in the future and that the worst ranking roads will be repaired with the \$2.7 million.

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

*(See Tab # 4 of the March 2022 Board Package)*

CPHA General Manager Mark Larson reported the following:

- The Marketing Committee will host a realtor roundtable tomorrow. There will be a tour of the remodeled Fitness Center followed by a catered lunch where Frank Jacobsen and Mark Larson will share information about the Village and answer questions.
- A reminder to residents if you want to use the VLFC, stop by the CPHA to reactivate your access cards or purchase a new one.
- Review of installation standards of mailboxes; 42" from bottom of mailbox to the ground and 6" to 8" from back edge of road.
- Mark will be on vacation next Thursday until April 11.

### **C. Emergency Services – Matt Wortsman**

*(See Tab #4 of the March 2022 Board Package)*

Chief of Emergency Services Matt Wortsman reported the following:

- ES has activated 1,500 access cards for the VLFC.
- There were five medical events and seven other agency assists.
- Resident entries into the Village were just over 90,000 in February and ES processed 30,000 visitor entries.
- Staffing is currently at 34; fully staffed on gates and dispatch with two new EMT's starting next week. Receiving many more resumes and people are showing up for interviews.
- There were 57 total traffic violations.
- Traffic accident - one of our ES vehicles was hit in the roundabout at Gate 2. Douglas County responded and the other driver was cited for the accident.

## **XI. FINANCIAL REPORT: FEBRUARY 2022**

General Manager Mark Larson presented the February 2022 Financial Report

*(See Tab #5 of the March 2022 Board Package)*

Mark Larson reported the following:

- Capital projection for this year includes shade structures, window treatments in the Wildcat Corner, two Bocce Ball courts at the Canyon Club, and trail installation at the Canyon Club court complex.
- Reserve Study – the CPHA puts money in reserves to pay to have the Reserve Study updated.
- The Reserve Study is currently undergoing a level 2 update which means it is not done onsite and no new pictures will be taken..

- The Balance Sheet is in the format we will use going forward. We were over the FDIC limit in the First Bank of Parker and Charles Schwab, however those balances were brought down on March 1.
- TOPS conversion has not been as easy as expected. Receiving feedback from other associations who agree.

**Motion** Upon motion duly made and seconded, the Board unanimously accepted the February 2022 Financial Report as presented.

## **XII. REVIEW OF BOARD DIRECTIVES, MEETING DATES/ADJOURNMENT**

- Organize sub association meeting; may combine with fire mitigation
- Publicize Summit Club reservation system
- Arrange Fire Marshall meeting
- Recycling program for tennis balls. Implication of tennis ball recycling.
- Printer options for next year annual meeting
- Come back in April with pool operations for VLFC pool and hottub
- Report on aged owner balances to add to Board package

*(See Tab 5 of the February 2022 Board Package)*

The next CPHA Board meeting will be held on Thursday, April 28, 2022, at 8:00 a.m., and the Executive Session at 7:00 a.m. in the Castle Pines Homes Association Conference Room at 688 W. Happy Canyon Road.

The next Metropolitan District meeting will be held on Tuesday, April 19, 2022 at 9:30 a.m. at the Castle Pines Metropolitan District and Zoom video conference.

No Metro general election will be held because there are three open Board seats and three candidates: Rick Huser, Kim Dadlani and David King.

**Motion** Upon motion duly made and seconded, the Board unanimously voted to adjourn the March 2022 Board of Directors meeting at 10:54 a.m.

Respectfully Submitted by,  
Linda Matthews  
Executive Assistant/DRC Administrator