

**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, July 28, 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: Mark Larson, General Manager and Assistant Secretary; Matt Wortsman, Chief of Emergency Services; Linda Matthews, Executive Assistant/DRC Administrator; Kevin Olsen, Compliance Coordinator; and via Zoom, Nathan Nicholas, Facilities Manager.

OTHERS PRESENT: Residents in person - Bryan Krueger. Residents via Zoom– Lori Asby, Cici Holbrook, Patricia Kincaid, Vic Pluto, Kristin Roy, Michael Vernon, Michael Volkl, Robert Shephard, Jon Manchester.

EXCUSED: None.

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the general meeting to order at 8:00 am and noted the following: all Board members were present in the room along with Mark Larson, General Manager; Matt Wortsman, Chief of Emergency Services, Linda Matthews, Executive Assistant/DRC Administrator; and Kevin Olsen, Compliance Coordinator.

No modifications were made to the meeting Agenda.

II. CONFLICT OF INTEREST DISCLOSURE

Frank Jacobsen stated Board members are 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.

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 Castle Pines Homes Association and invited

guests of the Homes Association only. Mr. Jacobsen asked anyone who is not a member or guest to please leave the call.

Frank Jacobsen shared the following guidelines for the meeting:

- All video participants are to keep their microphone on mute until ready to speak.
- If you wish to speak, click on the participant icon at the bottom of your screen and wait to be recognized.
- Please keep your comments to two minutes or less.

III. EMERGENCY SERVICES OFFICER OF THE QUARTER AND NEW EMT

Mark Larson introduced the Officer of the Quarter Connor Corbett and recognized Patrol Officer Noah Haneke who just passed his EMT training and national certification.

Frank Jacobsen presented a plaque to Gate Officer Connor Corbett and congratulated Connor on being honored as the Officer of the Quarter.

IV. JUNE 2022 MEETING MINUTES

(See Tab 1 of the July Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the June 23, 2022 Board of Director meeting minutes as amended.

V. HOMEOWNERS COMMENTS: Items not on Agenda

Bryan Krueger, resident on Tournament Drive, brought to the Board that Waste Management's performance is no longer acceptable. Mr. Krueger stated that Waste Management (WM) is not reliable with countless delays and misses on picking up trash and recycling in the Village and raised the question of what is being done to resolve the issue. Mark Larson responded that Mr. Krueger's comments are timely as the Board just discussed this issue in this morning's executive session. Mr. Larson stated the following:

- The CPHA agrees that the service provided by WM is not acceptable.
- WM fails to provide service and then emails the CPHA after office hours to state there will be a trash or recycling delay for the next day which gives the CPHA no time to notify residents.
- The CPHA can put WM on formal notice that their service is not acceptable.
- The CPHA is in the second year of a five-year contract.
- The Village spends over \$500,000 per year for trash and recycling.
- The CPHA understands the issues and will implement the provision in the contract to put WM on formal notice.

Bryan Krueger suggested it might help to form a specific task force to explore options outside of WM; think about our options to gain leverage against WM. Chuck Skinner agreed the CPHA needs an alternative. Doug Cooper suggested the CPHA needs to document each time WM fails to perform and how WM responds. This will help to build a record of non-performance. The CPHA cannot leave WM without a viable alternative. Frank Jacobsen asked if the CPHA has an option for penalty provision in the contract.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported that the Enforcement Committee has forwarded resident Craig Sundquist to become a member of the Enforcement Committee. Mr. Sundquist is a long time resident and is interested in serving on the Committee.

Motion Upon motion duly made and seconded the Board approved the nomination of Craig Sundquist to become a member of the Enforcement Committee.

B. Proposed Modifications to Governance Policy

(See Tab 2 of the July 2022 Board Package)

Doug Cooper stated that the CPHA revised the Governance Policies in response to a change in state law that becomes effective August 10, 2022. Most of the Governance Policies changes relate to enforcement and collections policies. The new state law is complex and poorly written so the CPHA may need to make further changes.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the proposed changes to the Governance Policies as presented in the July 28, 2022, Board package at Tab 2 to become effective on August 10, 2022.

Mark Larson stated the revised Governance Policies will be posted on the Village website. Mr. Larson will send the Governance Policies to the representatives of the sub associations that attended the joint meeting of the CPHA Board and sub-association representatives. Mr. Larson will caution the sub-associations to not adopt the Governance Policies in total, but use the CPHA Governance Policies as a guideline, not a template. The CPHA will encourage the sub-associations to seek legal counsel.

C. Proposed Agreement for Canyon Club Renovation General Contractor

(See Tab 3 of the July 2022 Board Package)

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

- The plans are complete for the improvements at the Canyon Club pool and ready to be put out for bid.
- Mark Larson approached Haselden Construction, showed them the plans, and talked to them about bidding.
- This process is different from how the CPHA handled the Village Lake Fitness Center where Haselden was provided the completed plans and Haselden provided the CPHA a total price.
- For the Canyon Club Pool renovation, the CPHA would like Haselden to function as the General Contractor and have Haselden conduct the bidding process to include three bids to each trade. The CPHA would review the bids.
- Haselden would charge a 5% construction fee that would remain constant throughout the two-year project when actively working on the project.
- The first phase of the project (2022-2023) would remove the existing baby pool and replace it with an interactive water feature. The second phase (2023-2024) would include improvements in the large pool including new slides.
- The project will be built in phases to ensure that a project delay will not keep the pool from opening as scheduled.
- Haselden has done pools at other locations and has experience with this type of project.
- If Haselden goes through the bidding process and it turns out the bid is too high, the CPHA does not have to move forward and is not obligated to Haselden for any payment.
- Mark Larson suggests the CPHA receives bids for phase one of the project now so the first phase can begin.
- The CPHA would enter into two separate agreements for the two projects.

Board members discussed the contract with Haselden regarding how and when Haselden is paid, who approves the payroll request, who pays the sub-contractors, who approves the work and who selects the winning sub-contractors.

Doug Cooper stated that the bids should be addressed to the CPHA and approved by the CPHA, and commented that he did not see the provision that the CPHA does not need to pay if the CPHA does not move forward. Mr. Larson stated he would address those issues.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the proposal from Haselden as shown with the changes discussed, and authorized Mark Larson to work with Haselden on the bidding process which includes an estimated project cost.

VII. INFORMATION/DIRECTION

A. Homes Association Irrigation Upgrade Status

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

Phase 1 – Completed. Installed controllers – 33 total controllers, 23 CPHA owned.

Phase 2 – Request for Proposal (RFP) being completed. Includes installation of master valves and installation of flow sensors which will help identify leaks.

Three-year CPHA water usage from 2019 to 2021 was 7.8M gallons annually. Estimated 2022 water usage – 3.2M gallons through June (removed about 1.0M gallon waterline leak). 2022 estimated use – 6.0M gallons.

Saving actions taken:

- Reduction of watering native grass.
- Upgrade of irrigation system.
- Professional management of irrigation.

The CPHA replaced some sod at Gate 3 since it had died. Another area of sod at Gate 3 was replaced by a planting area. An area inside Gate 1 was changed from turf to a planting area. The CPHA does not plan to add any more finished grass.

CPHA pools need to be drained every three to five years for resurfacing. The Canyon Club pool remodel will save water because the new slides will use recirculating pool water rather than fresh tap water. The CPHA will estimate water consumption for next year for budgeting purposes.

VIII. MANAGEMENT/LIAISON REPORTS

A. Metropolitan District Items – Vic Pluto for Josh Shackelford

Vic Pluto, serving on the Infrastructure Committee of the Metro District, provided the Metro District report in Josh Shackelford's absence. Mr. Pluto reported the following:

- The Metro District was successful in securing the requested bond issue.
- The District is working on a right of way (ROW) agreement which will hold developers and contractors liable for damage done to the road and next to the road during construction.
- Metro is having a traffic study done in the Village that should be complete in mid-September. Any changes (signage, speed limits, stop sign bars, etc.) will be implemented in 2023.
- Metro is going to work on identifying and repairing the utility boxes in the Village that need maintenance through Century Link and Xfinity. Driving the Village will help identify the boxes for repair. Emergency Services will help with this.

Chuck Skinner suggested that residents could help by calling in suggestions for needed repairs. Mr. Pluto stated he would take this suggestion back to the committee for discussion. Doug Cooper asked when Metro will stripe the crosswalks. Mr. Pluto responded that he thought crosswalks would be painted Village-wide by end of summer 2022. Mr. Pluto stated he would verify and provide the CPHA with specifics.

B. General Manager – Mark Larson

(See Tab #4 of the July 2022 Board Package)

General Manager Mark Larson reported the following:

- Last Monday the Coffee with the Manager event was held with over 20 people attending in person and by Zoom. Mr. Larson covered the history of the Village; and where the Village is headed with future development.
- The Metro District and CPHA held a combined board meeting. The health of the forest came up and Douglas County is looking into what is causing the issue along Happy Canyon Road. The CPHA is contacting CSU to see about an overview of the Village Forest.
- The CPHA had a joint meeting with the Board and sub-association representatives. District Manager Josh Shackelford gave a presentation on the water efficiency program. All participants agreed to have a meeting every six months.
- The Technology Committee continues to work with Crown Castle to improve cell coverage in the Village. Crown Castle is preparing to move to the implementation phase. David King and Tad Walden are representatives from the Metro District. Mr. King and Mr. Walden will be invited to the next Technology Committee meeting to talk about Crown Castle.
- The Village pools close on Labor Day weekend except the Village Lake Fitness Center pool which the CPHA plans to keep open through the end of November.

Doug Cooper congratulated the Marketing Committee and thanked them for the good report in the Board package and for the work they are doing for the community. Chuck Skinner also stated appreciation for the metrics to show the success of the Marketing Committee's efforts.

C. Emergency Services – Matt Wortsman

(See Tab #4 of the July 2022 Board Package)

Chief of Emergency Services Matt Wortsman reported the following:

- There were 17 medical events, and 18 other agency assists.
- Resident entries into the Village were over 140,000. Visitor entries at staffed gates increased to just under 50,000.
- Village Lake Fitness Center entries were up to 5,400 for the month of June.
- Staffing is at 32 due to the loss of two Patrol Officers.
- There were eight gate strikes at Gate 5. In most of these instances the gate functioned properly. Drivers need to remember to stop at the stop sign and make sure the gate has cycled before proceeding through the gate.
- There was one fire which was a grill fire that resulted in damage to the home's back deck.
- There were two thefts: a scooter taken from the Canyon Club, and construction materials and scaffolding taken from a construction site.

IX. FINANCIAL REPORT: JUNE 2022

General Manager Mark Larson presented the June 2022 Financial Report.

(See Tab #5 of the July 2022 Board Package)

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

- A Reserve Study update was performed at a cost of \$3,600. The first copy should arrive next week.
- The CPHA was over in cash allowed for Charles Schwab. Two Certificate of Deposits matured so T-bills were purchased.
- Negative variance in Parks and Rec – Events is mainly due to the 4th of July. Over 1,500 people were served at the 4th of July barbecue.
- Village events are growing exponentially. The upcoming Oktoberfest event is expected to go over budget as well.
- CPHA expects positive total expense due to lower staffing numbers than budgeted.

- Money will be saved on the Tree Lighting event since it will be hosted in partnership with the Village Shops.

Chuck Skinner asked about what it would cost to purchase a tent since it costs so much to rent tents for events. Mr. Skinner suggested that Metro might be interested in splitting the cost and using it for their picnic. Mr. Larson stated that he would discuss this issue with Josh Shackelford, Metropolitan District Manager.

Motion Upon motion duly made and seconded, the Board unanimously accepted the June 2022 Financial Report with correction on Income Statement line 6150. (After review, the correction was not required.)

IX. REVIEW OF BOARD DIRECTIVES

- Post the Governance Policies (after punctuation correction) on the website and provide to sub-association representatives, with stipulations.
- Waste Management service issues – consider options/alternatives. Keep track of service failures in case of legal action.
- Work with Haselden on contract for Canyon Club project.
- Explore tent options.

X. IMPORTANT MEETING DATES

(See Tab #6 of the July 2022 Board Package)

The next CPHA Board meeting is August 25, 2022.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the July 2022 Board of Directors meeting at 10:15 a.m.

Respectfully Submitted by,
Linda Matthews
Executive Assistant/DRC Administrator