

**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 22, 2022

8:00 am – Regular Meeting

ATTENDEES: Directors – Frank Jacobsen, 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; April Clendenin, Accountant; Kevin Olsen, Compliance Coordinator; and via Zoom, Nathan Nicholas, Facilities Manager.

OTHERS PRESENT: Josh Shackelford, Metro District Manager via Zoom. Residents via Zoom– Mike Volkl, Roy Straub, Michael Vernon, Don Hansen, Steven Davies, Cici Holbrook, Jeri Galloway, Jim Paulson, Daniel Fox, Cynthia Kristensen and Terence Boardman

EXCUSED: Doug Cooper, Vice President

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 except for Doug Cooper, who has been excused, along with Mark Larson, General Manager; Matt Wortsman, Chief of Emergency Services; Linda Matthews, Executive Assistant/DRC Administrator; and Kevin Olsen, Compliance Coordinator. Mr. Jacobsen formally introduced and welcomed April Clendenin, the new CPHA Accountant and gave a brief biography on Mrs. Clendenin.

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.

Board meetings are for Members of the Association and invited guests of the Homes Association. If you are not an Association Member or a guest Mr. Jacobsen asked that you please leave the call at this time.

Under the Homes Association Governance Policy, no video and/or audio recording of Homes Association meetings without the Homes Association consent are permitted.

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 have a question or wish to comment, click on the response icon at the bottom of your screen, and you will be recognized.
- Please keep your comments to two minutes or less.
- Please refrain from attempting to speak while someone else is speaking.

III. AUGUST 2022 MEETING MINUTES

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the August 25, 2022 Board of Director meeting minutes as amended.

IV. HOMEOWNERS COMMENTS REQUEST: Items not on Agenda

Don Hansen addressed the Board stating he was told that no solar was allowed. Mark Larson responded that this is incorrect and there is a policy for Renewable Energy Devices on the Village website that deals specifically with solar. Mr. Larson continued that there are a number of homes in the Village with solar.

Steven Davies addressed the Board regarding an experience at Gate 5 about 6:15 pm when the visitor metal gate was open and the fiberglass arm was broken and down. The gate house was unstaffed and Mr. Davies said he could not reach ES and then received a notice that the ES phones were down and then learned a break-in occurred in the Village. Matt Wortsman responded that the gate issue and the break in were not connected and that the phone issue was with Century Link. Chief Wortsman stated the break-in would be discussed later in the meeting.

V. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford reported the following:

- Progress continues on the roadwork in week 10 of 16 total project weeks. Mr. Shackelford stated that roadwork is a two-step process. Patch repairs are

done first and then mill and overlay is applied. The patch can be a little bumpy but will go away with mill and overlay.

- Construction is about to begin to replace the water main on Crestone Way and improve the road.
- Fall brush cleanup will be conducted over the next three weeks: Oct. 3 for the south side of the Village, Oct. 10 for the north side and Oct. 17 for the middle section. Call Metro with questions.
- A traffic study is being conducted in the Village and resident input is welcomed to help identify hot spots in the Village. Go to castlepinemetro.com to fill out a survey online before Oct. 10.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported that the Marketing Committee has submitted Tina Singer for inclusion on the Marketing Committee.

Motion

Upon motion duly made and seconded, the Board unanimously approved Tina Singer to serve on the Marketing Committee.

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:

- The Metro District is overseeing the irrigation upgrade.
- Three-year (2019-2021) CPHA average water use is 7.8M gallons annually.
- In August of 2022 the CPHA used 1.319M gallons.
- In August of 2021 the CPHA used 1.977M gallons.
- Significant saving in August from 2021 to 2022.
- CPHA preliminary water budget is 4.2M gallons in 2023.
- The CPHA and Metro District will continue to work together.
- The conservation efforts include reduction of native grass watering, upgrade of irrigation system, and professional management of irrigation.

B. Waste Management Discussion

Mark Larson reported the following:

- It was brought up last month that the Village is having service issues with Waste Management.
- The CPHA put Waste Management (WM) on notice that WM is not living up to service contract level.
- WM service has improved a bit since then, but recently declined.
- Most issues are personnel related and the biggest issue in the Village is with recycling collection.
- Trash and recycling are handled by different drivers and different trucks. Recycling is not put in the garbage truck. Recycling is sorted at WM and if items are not clean or not recyclable, they go into the landfill.
- Mark Larson met with Waste Connections in August. Waste Connections reported that to service the Village they would highly encourage the use of trash and recycling containers.
- Last Friday the CPHA received a notice from WM that they are going to trash containers by the first of the year. WM will provide the containers.
- WM is retrofitting the trucks so only one person will need to be on a truck. WM stated nothing outside the container will be collected.
- WM gave the CPHA two options – go with containers or WM will let us out of our contract with no penalties.
- Mark Larson would like to meet with WM along with a Board member.
- Concerns include the containers staying out all day, four days a week and steep driveways where it would be hard to handle containers. Different containers for trash and recycling.

Resident Vic Pluto commented that communication will be key. Seeking resident input will be beneficial. Mark Larson stated it could be discussed at the October Coffee with the Managers meeting.

VIII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

(See Tab #2 of the September 2022 Board Package)

Mark Larson stated that a group including members of the Design Review Committee, members of the Forest Stewardship Committee, Josh Shackelford from Metro District and Mark Larson would be meeting with a forester to discuss having an assessment done on the overall health of the Village forest. The Village has lost many trees over the last couple of years and has just speculated why this is occurring. Mark Larson has spoken to the Country Club and the Golf Club. After the initial discussion with the forester all the entities will be brought into the discussion. The CPHA is taking this issue seriously.

Canyon Club renovation project – Mark Larson reported that the initial bids have come in for the Canyon Club renovation project higher than what was expected. This was the result of increase scope of the project along with increased construction costs. The Parks and Recreation Committee met in a special working session and discussed value engineering and timing options and will come back with suggestions. The goal is to arrive at a renovation that meets the desires of the community and is economically responsible.

The 2023 budget is in progress. Mark Larson stated it has been reviewed with Parks and Recreation, Emergency Services and Long-Range Planning and Finance Committees. A working session is scheduled for October with a goal to have the budget ready for approval in November.

B. Emergency Services – Matt Wortsman

(See Tab #2 of the September 2022 Board Package)

Matt Wortsman reported the following:

- There were 12 medical events in August.
- Visitor entries were over 50,000.
- ES lost a few employees and is working on hiring.
- Two traffic accidents in the Village, no injuries.
- Burglary on north side, house borders Castle Pines North.
- 18 fines issued for speeding.

ES is fully staffed at 40 employees, currently in the high 20's. ES has had to temporarily abbreviate staffed gate hours at two gates. There are automated options for visitor entry. Call ES to be put on the lists.

IX. FINANCIAL REPORT: AUGUST 2022

General Manager Mark Larson presented the August 2022 Financial Report.

(See Tab 3 of the September 2022 Board Package)

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

- Capital report for August – working on finalizing cash flow; what our position will be end of December.
- Projects planned for this year –

Refinishing tennis courts requires more extensive work. Project will be postponed until spring next year.

ES vehicle replacement has been deferred. Manufacturers not building these basic vehicles outfitted for this kind of work. Will have to purchase two in 2023.

Chuck Skinner asked about the 2.8M shown for the Canyon Club Pool improvements total estimate. Mark Larson responded this is the worst-case scenario and that there needs to be more discussion. Mr. Larson continued that something needs to be done with the baby pool and that there are lots of options.

- Look at projection sheet for best overview. (Mark Larson shared slide). Revenue will run on schedule and has not changed. Will underspend the budget by \$408,000 for the year.
- Parks and Recreation still running over in events.
- Long Range Planning and Finance goes through this in detail and uses it for planning next year and preparing the 10 year financial outlook.

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

X. REVIEW OF BOARD DIRECTIVES

- Work on Waste Management issue and communicate any new information.
- Publish Emergency Services two phone numbers so residents know them both.
- High Touch Shortel phones and Anchor Network Solutions. Considering a one stop shop.
- Publish in Village Weekly that bumpy roads will be made smooth when finished.

XI. IMPORTANT MEETING DATES/ADJOURNMENT

- Next Board meeting is October 27, 2022.
- Pancake Breakfast is October 29, 8:00 a.m. to 12 noon

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the September 2022 Board of Directors meeting at 9:26 a.m.

Respectfully Submitted by,
Linda Matthews
Executive Assistant/DRC Administrator