

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, August 25, 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; Brianna Richmeier, Administrative Assistant; Kevin Olsen, Compliance Coordinator; and via Zoom, Nathan Nicholas, Facilities Manager.

OTHERS PRESENT: Residents via Zoom– Bill Aplin, Chad Burmeister, David Culberson, John Hanko, Don Hansen, Melissa Gordon, John Hanko, Don Hansen, Cici Holbrook, Patricia Kincaid, Bradley Larsen, Jon Manchester, Jon Nelson, Lucia Patzelt, Lawrence Patzelt, Vic Pluto, Matt Scheiman, Mark Schnurr, Robert Shepard, Lon Stuebinger, Michael Volkl, Ed Will and Robert Shepard, and Josh Shackelford, Metropolitan District Manager.

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; Brianna Richmeier, Administrative Assistant; 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. 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 asked 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. July 2022 MEETING MINUTES

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the July 28, 2022 Board of Director meeting minutes as amended.

IV. HOMEOWNERS COMMENTS REQUEST: Items not on Agenda

There were no homeowner comments.

V. Liaison Report

Josh Shackelford reminded everyone that the Metro District picnic is this Saturday and is at capacity with a waiting list. Mr. Shackelford discussed the Roadway Program. The Metro District will be working around the Village 7-16 weeks in total and is halfway through the roadwork for this year. Stepwise the paving contractor has been doing repairs first then will come back and do the road overlay. Roads may be a little bumpy until the overlay is finished. The project on Crestone will begin later in September and will include replacing the water main. The Irrigation Efficiency program has evaluated over 50% of the homes in the District. Mr. Shackelford is encouraging everyone to sign up for those evaluation on the Metro District website. Crosswalk striping will be done throughout the Village after completion of the roadway work. Doug Cooper inquired about the water quality report. Josh Shackelford will send Mark Larson a copy of the report.

VI. Action Items

A. Nominations for Home Association Committee Membership.

Mark Larson has an action item. Design Review Committee member, Jim Walker has been with the DRC and the committee chairperson for many years. Jim

requested to step down from the chairperson position and will remain on the committee. The DRC members elected Ed Will as their chairperson at the August committee meeting.

Motion Upon motion duly made and seconded, the Board unanimously accepted Ed Will as Chairman of the Design Review Committee effective September 21, 2022.

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:

Irrigation status approved. CPHA will share irrigation cost with sub associations.

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.

Mr. Larson reported that the three-year CPHA average water usage from 2019 to 2021 was 7.8M gallons annually. Summit Club water usage was not included in those numbers. As of the end of June the Homes Association has used 3.2M gallons. The 2022 estimated water use for the Homes Association is – 6.0M gallons.

The Metropolitan District has informed the Homes Association that our water budget will be 4.2M gallons annually beginning in 2023. We will review during budget meeting what the impact will entail if we do not meet the water budget.

Resident, John Nelson raised his hand and asked if the Metro District is replacing all the sprinkler heads on the CPHA system as part of the irrigation upgrade. Mr. Shackelford confirmed that they are indeed replacing the sprinkler heads.

Saving actions taken:

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

B. Canyon Club Pool Renovation Update

Mark Larson has been working with Haselden Construction since the last Board meeting and has had several working group discussions with Parks and Recreation to get a full scope of the proposed pool renovation. The bids are coming in much higher than anticipated. The Parks and Recreation Committee will continue to do value engineering and more information of this project will be presented at a later date.

C. Homes Association Budget Process/Timeline

In September, Mark Larson will be working with the Long-Range Planning and Finance Committee on the 2023 budget. There will be a working session in October with the Board and the Long-Range Planning and Finance Committee will attend. The next Coffee with the Manager will be about the 2023 budget, this meeting is usually well attended as it creates a vision for future financial planning. Frank Jacobsen asked how inflation will effect the budget. Mr. Larson responded stating that he has been working with the Long-Range Planning and Finance Committee and said it's been a moving target. In the past there has been a 3% inflation factor build into the 10-year financial plan. Currently inflation is exceeding the 3% number and adjustments to the plan are being made.

VIII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

Mark Larson began by stating that he attended a meeting at the Castle Pines Golf Club with other local safety agencies regarding the 2024 PGA tour event to be held at the Golf Club. The Homes Association will send out an informational packet that will answer questions as to how this event will impact our community. Tickets will not be available until after the 2023 BMW PGA Tournament.

Mark Larson that he has had several conversations with our Waste Management (WM) representative concerning the unsatisfactory trash and recycling collection. The Homes Association is documenting occurrences and continuing the dialog with WM when acceptable service is not provided. Mr. Larson stated that he met with representatives from Waste Connections (a WM competitor). Waste Connections is having similar problems with staffing. We will continue to monitor this situation. Doug Cooper commented that the one of the issues that arose has been the verbiage in the contract. If WM defaults, they have five (5) days to “cure” this by picking up the trash within that time. Mr. Cooper stated that he felt strongly that a court would find WM in breach of contract if they continued to “default and cure, default and cure”. We will continue to request timely notifications and document incidents. The contract with WM recently renewed and we are in year one of a five year contract.

Mark Larson reminded everyone that the Summit and Canyon Club pools will close on Labor Day. The Fitness Center pool will remain open until the end of November, weather permitting.

B. Emergency Services – Matt Wortsman

Chief Wortsman reported that in July Emergency Services:

- 11 Medical incidents
- 18 Agency Assists
- Peak entries at 30,000 visitors
- Three Patrol candidates are currently in backgrounds, and one gate candidate.

IX. FINANCIAL REPORT: July 2022

Mr. Larson presented the July 2022 financial report to the Board. Most budget categories are running on budget with a few exceptions:

- Overall labor expenses are under budget due to reduced staffing levels.
- Events are over budget due to increased attendance at events and increases in catering expenses.

Projected expenses for the year are expected to be approximately \$225,000 under budget. Mr. Larson stated that he and Ms. Cheatum will be doing a review of the income and expense report to insure all expenses are in the correct categories as the 2023 budget process is completed.

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

X. IMPORTANT MEETING DATES

The next CPHA Board meeting is September 22, 2022.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the August 2022 Board of Directors meeting at 9:29 a.m.

Respectfully Submitted by,
Brianna Richmeier
Administrative Assistant