

**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, January 26, 2023

8:00 am – Regular Meeting

ATTENDEES: Directors – Frank Jacobsen, President; Doug Cooper, Vice President; Chuck Skinner (via video conference), Treasurer; Wendy Ingraham (via video conference), Secretary; and AI Notary, Assistant Treasurer. Present from the CPHA: Mark Larson, General Manager and Assistant Secretary; Matt Wortsman, Chief of Emergency Services; Brianna Richmeier, Administrative Assistant; Kevin Olsen, Compliance Coordinator; April Clendenin, Accountant and Nathan Nicholas, Facilities Manager.

OTHERS PRESENT: Josh Shackelford, Metro District Manager (via video conference). Residents via video conference– Cathy Carrington, Steven Davies, Christopher Desmond, Don Hansen, Cici Holbrook, Lucia Beth Patzelt, Matt Scheiman, Michael Vernon, Mike Volkl, John Hanko, and Tammy Reed.

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 are in attendance today; Wendy Ingraham and Chuck Skinner are in attendance via video conference. Also present in the room are Mark Larson, General Manager; Matt Wortsman, Chief of Emergency Services and CPHA staff members Brianna Richmeier, Administrative Assistant; Kevin Olsen, Compliance Coordinator; and April Clendenin, Accountant.

No modifications were made to the meeting Agenda.

II. CONFLICT OF INTEREST DISCLOSURE

Frank Jacobsen said the Conduct of Meetings Policy states that Board members must 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 only. Mr. Jacobsen asked any non-members or unauthorized guests to please leave the call. Under the Homes Association Governance Policy, no video or audio recording of these Board meetings is permitted except by the Castle Pines Homes Association.

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 have a question or wish to comment, click on the reaction 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.

Frank Jacobsen turned the meeting over to Mark Larson.

III. DECEMBER 2022 MEETING MINUTES

(See Tab 1 of the January Board Package)

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

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

There were no homeowner requests at this time.

V. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford, District Manager

Josh Shackelford reported the following (see attached handout of slides):

- To date 2023 has produced record breaking snowfall. The Metro District is working to keep up with the snow and thanks everyone for their patience.
- The major road and water line project on Crestone is almost complete.
- Resident Water Usage Reduction from 2020-2022 = 64.9 million gallons
- After adding 77 new homes resulting in additional consumption; still we have been able to save.

- The Village is on track to hit 100 million gallon target reduction from residential accounts by 2025.

Frank Jacobsen asked if all the replacement irrigation valves are in place. Mr. Shackelford responded that the irrigation valve replacement project is partially complete and will be completed this year. Al Notary asked for the status on the new water wells. Shackelford said that they are still working through some design flaws and that the lead times are still undetermined. There are significant lead times on the pumps.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported there is a nomination for membership on the Parks and Recreation Committee, Mike Vernon. The Committee Chair has forwarded Mike Vernon with recommendation for the Board's consideration.

Motion

Upon motion duly made and seconded the Board unanimously appointed Mike Vernon to become a member of the Parks and Recreation Committee.

B. Capital Requests

Mark Larson asked for the Board's consideration of the following Capital Projects (see attached handout of slides).

1) Reserve Projects

(See Tab #2 of the January 2023 Board Package)

1.) Project no. 2023-002: Canyon Club Pool Resurfacing

Resurfacing needs to be completed every five years. The pool will need to be completely drained. The total cost is \$103,000.00 including some ladder and stair repairs.

Mr. Cooper stated that the Front Range Recreation proposal needs to be modified to disengage if Front Range raises the cost.

2. Project no. 2023-003: Canyon Club Pool Tile Replacement

Estimated project life is 10 years. The total cost of the project is \$18,750.00.

3. Project no. 2023-004: Fitness Center Spa Resurfacing
Estimated project life is five years. Total cost is \$9,500.00.
4. Project no. 2023-005: Village Lake Fitness Center Pool Boiler Replacement
This project will assist in keeping the VLFC pool open longer in the season.
Boiler life expectancy is about 18 to 20 years. The total cost is \$28,030.00.
5. Project no. 2023-006: Replacement of the Summit Club pool furniture.
Due to supply chain issues in 2022 the CPHA was unable to replace the furniture. The furniture is replaced on a rotating basis every three years.
The total cost is not to exceed \$22,250.00.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the Capital Requests for the Canyon Club Pool resurfacing (\$103,000), the Canyon Club Pool tile replacement (\$18,750), the Village Lake Fitness Center spa resurfacing (\$9,500), VLFC large boiler replacement (\$28,030), Summit Club Pool furniture replacement (not to exceed \$22,250).

2) New Capital Project

(See Tab #3 of the January 2023 Board Package)

Project no.2023-007: Village Lake Fitness Center Shade Structure

This project will provide additional shade at the Village Lake Fitness Center pool area. The system installed will be similar to the shade structure project at the Summit Club in 2022.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the New Capital Requests (project no. 2023-007) for the installation of the Fitness Center Shade Structure in the amount of \$27,170.00 which includes a 10% contingency.

C. Forest Health Study Request

(See Tab #4 of the January 2023 Board Package)

Mark Larson reported the following:

The Homes Association, along with the Metro District, would like to have an outside expert evaluate the overall health of the forest in the Village and provide suggestions for how to maintain a healthy and fire-resistant forest. A group from the Metro District and Homes Association met with four forestry experts and requested proposals from them for this project. Dahl Services has submitted a proposal for an estimated 2800 acres to provide a complete inventory of the vegetation in the Village, health study and make recommendations including a yearly work plan. The Metro District has agreed to share the cost of this project with the Castle Pines Homes Association on a 50/50 split. Mr. Cooper inquired about the verbiage in the work plan. Mr. Cooper would like to see a more fully developed description of what Dahl Services will produce and will need a very detailed scope of work. Mr. Larson stated that this proposal is a fixed price contract and if additional services are needed, it will be a time and materials cost.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board accepted the Dahl Services Work Plan proposal after Mr. Cooper's suggested revisions for a total cost of \$50,200.00.

D. Update from the Board Election Nominating Committee

The Nominating Committee met with the two new candidates, Sean Delzell and Ari Cohen. Mr. Delzell and Mr. Cohen are both eligible to serve on the Board according to the Nominating Committee which includes Chuck Skinner, Wendy Ingraham and Frank Jacobsen. Mr. Delzell has withdrawn his nomination stating he would like to join a committee and not participate as a Board member. Mr. Larson reminded everyone about the Meet the Candidate event on February 6. This will give residents the opportunity to engage with the Candidates, allow the Candidates to express their views and to ask and answer questions. Appetizers and wine will be provided.

E. Proposed 2023 Meeting Agenda

Mark Larson shared a slide (see attached handout of slides) and stated the following:

- Representatives from South Metro Fire Rescue, Douglas County Sheriff's Office, Waste Management and Douglas County will be attending the 2023 Meeting of the Members to answer questions.
- Social hour will begin at 6:30 pm with the business meeting promptly beginning at 7:30 pm.
- The Western Golf Association and the Golf Club will make a short presentation about the 2024 BMW Championship.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board approved the Annual Meeting of the Members Agenda.

VII. INFORMATION/DIRECTION

A. Marketing Committee 2023 Plans

JC Heinen, Jen Perry and Tina Singer were present from the Marketing Committee. JC Heinen presented a series of slides (see attached handout of slides.).

- Members of the Marketing Committee met with other Village Committees to introduced themselves and to discuss updated website content.
- The Marketing Committee has created flyers for realtors.
- Year-over-year the website performed very well in almost all key metrics.
- The Marketing Committee is currently looking for more members, preferable a Country Club Member.
- Would like to market the Shops at Castle Pines as part of our community.
- Santa in the Pines was attended by about 400 people.
- The Marketing Committee would like to send out another resident survey as they believe the previous 2020 survey was very valuable to the Village.
- Marketing Committee will research different survey options.
- As of December 2022, the Real Estate market has remained steady.

VIII. MANAGEMENT REPORTS

(See Tab #5 of the January 2023 Board Package)

A. General Manager – Mark Larson

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

- The Crown Castle Project continues to move forward. More information will be provided at a later date.
- Waste Management trash service has been a passionate topic. Frank Jacobsen is chairing a group dedicated to working the issues involving Waste Management and is nearing a conclusion.
- The Village Reporter will have information regarding Waste Management updates.

- Mr. Larson encourages everyone to attend the Meet the Candidate event and the Annual Meeting of the Members on March 6.

B. Emergency Services – Matt Wortsman

Matt Wortsman, Chief of Emergency Services reported the following:

- There were seven medical events, and six other agency assists.
- Resident entries into the Village were just under 122,455 with about 41,403 visitors processed through the gates.
- Three patrol candidates took their psychological evaluations this week. Nine new hires pending.
- Activity report – 1200 calls for Service. Wildlife calls increased; no bear calls in December. Multiple coyote sightings.
- Traffic enforcement – 34 moving violations with 34 total citations and 9 Notice of Violations issued.
- ES will be holding Community CPR classes in February and March. Dates and times will be included in the Village Reporter and the Village Weekly.

IX. FINANCIAL REPORT: December 2022

(See Tab 6 of the January 2023 Board Package)

General Manager Mark Larson presented the December 2022 Financial Report.

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

- Parks and Recreation Committee is evaluating VLFC pool extended season.
- Auditor pointed out that we have a reduced administrative burden of recording assets of negative value to increase property threshold from \$2,500 to \$5,000 and would like to make active this year beginning January 1, 2023.
- The CPHA is currently manually managing the assets. Mrs. Clendenin suggests the CPHA look at asset management software. Important that the software integrates with TOPS, the CPHA accounting software.

Motion Upon motion duly made and seconded, the Board unanimously accepted the January 2023 Financial Report as presented including increasing the property threshold from \$2,500 to \$5,000.

X. REVIEW OF BOARD DIRECTIVES/MEETING DATES/ADJOURN

(See Tab 7 of the January 2023 Board Package)

Board Directives

- Continue research on trash and how to deal with recycling issues.
- Adjust the Dahl proposal and Front Range Recreation contract.
- Send out Annual Packet to every residence.

Meeting Dates

- Long Range Planning and Finance Committee moved to meet on February 13 due to President's Day.
- Next Board meeting will be held on Thursday, February 23 at 8:00 am

Motion

Upon motion duly made and seconded, the Board unanimously voted to adjourn the January 2023 Board of Directors meeting at 10:12 a.m.

Respectfully Submitted by,
Brianna Richmeier
Administrative Assistant