

Castle Pines Homes Association

Board of Directors

Castle Pines Homes Association
688 W Happy Canyon Road Castle Rock, CO 80108

Thursday, June 23, 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 Nathan Nicholas, Facilities Manager.

OTHERS PRESENT. Via Zoom - Residents– Don Hansen, Cici Holbrook, Patricia Kincaid, Cynthia Kristensen, James Markowsky, Kristen Roy, Chuck and Persis Schlosser, Mike Volkl, Carl Pendleton, Matt Scheiman, Lon Stuebinger, and Michael Vernon. From the Metropolitan District via Zoom - Interim District Manager Josh Shackelford.

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 Directors 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. May 2022 MEETING MINUTES

(See Tab 1 of the June Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the May 26, 2022 Board of Director meeting minutes as modified.

IV. HOMEOWNERS REQUEST TO BE HEARD

James Markowsky of 5148 LeDuc Lane stated a concern about the landscape maintenance at the Markowsky home. Mr. Markowsky was informed that the sub association, Village Lake, provides the landscape maintenance at this address.

Don Hansen of 727 Evening Star Drive brought the concern that he has seen irrigation running during the heat of the day. With the recent focus on water usage Don would like to know why this is happening. Mark Larson stated Metro handles watering and that the CPHA irrigation system is being upgraded. Metro interim District Manager Josh Shackelford stated there is new turf being established that needs water but that Mr. Shackelford will look into the specific areas Mr. Hansen is inquiring about.

V. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported that the Design Review Committee has forwarded resident Ed Will to fill the position vacated by Jim Lovell who moved away. Mr. Will is a longtime resident and has attended several DRC meetings. Mr. Will is interested in joining the Committee and has been recommended for membership by the Committee Chairperson.

Motion

Upon motion duly made and seconded the Board approved the nomination of Ed Will to become a member of the Design Review Committee subject to additional

approval needed from the membership at the next Annual Meeting of the Members.

B. Proposed Addition to the CPHA Rules and Regulations

(See Tab 2 of the June 2022 Board Package)

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

- Last month the Board adopted language for the proposed modification to the Rules and Regulations that divided 3.1 into two sections.
- The proposed modification was sent out for resident comment.
- Today is the 28th day for residents' comments and the CPHA has received 33 comments from the community.
- The resident comments were provided to the Board members as they continued review of the proposed modification.
- The CPHA legal team at Winzenburg, Leff, Purvis and Payne have told the CPHA that this rule is common to many HOAs. The rule allows the CPHA to properly address issues that may occur.
- If misconduct occurs, the issue would be referred to the Enforcement Committee for action. The Enforcement Committee consists of Village residents appointed by the Board of Directors to hear possible violations to Homes Association standards and allow those accused of those infractions the opportunity to be heard.
- The standards for employees, Board of Directors, and Committee members is found in CPHA Governance Policies. The Association's Employee Handbook governs employees and Emergency Services also has a Policies and Procedures Manual.
- Once the final language is adopted, the language will be incorporated into the ES Policies and Procedures and the Association's Employee Handbook.
- Residents may still submit comments on the proposed modification to the Rules and Regulation. Two new comments were received today and will be added to the meeting minutes.
- Some of the comments stated it was unfortunate that there is a need for this type of modification.
- Another comment was asking if the rule should apply to Board and Committees, which it does.
- The purpose of the new rule is to try to prevent egregious harassment by anyone in this community to another person in the community.

On behalf of the Board of Directors, Frank Jacobsen thanked all residents who sent in comments.

Motion

After discussion of comments received and upon motion duly made and seconded, the Board unanimously approved the change to Section 3.1 of the Association's Rules and Regulations as presented at the May 2022 Board meeting, except that a new subsection 3.1.3 per resident comments be created entitled "Owners and Residents," that the new subsection 3.1.3 explain how misconduct by a Village representative is governed, and that the second sentence of subsection 3.1.2 of the proposed rule be moved to the new subsection 3.1.3, as follows:

3.1 Offensive Conduct or Activities.

3.1.1 Village Residents and Property. No condition or activity, including noxious, offensive, or intrusive noises, lighting, or odors, that may be or become an unreasonable annoyance, nuisance or danger to a Village resident, Dwelling Unit, or other property in the Village is permitted.

3.1.2 Village Representatives. No Owner, resident, or guest may, through direct interaction or by telephone, email, social media, or otherwise, directly or indirectly, (1) harass, bully, abuse, demean, insult, threaten, or direct profane language toward a Village representative, or (2) intentionally interfere or attempt to intentionally interfere with the work of a Village representative, or (3) discipline or reprimand or attempt to discipline or reprimand a Village representative that he or she does not directly or indirectly supervise. As used in this Section 3.1, a "Village representative" means a director, officer, employee, volunteer, contractor, or agent of the Association while acting in their capacity as such.

3.1.3 Owners and Residents. Misconduct by a Village representative is governed by the Association's Conflicts of Interest and Ethical Conduct Policy, the Association's Employee Handbook, and the Emergency Services Policies and Procedures Manual. Misconduct by a Village representative may be reported to the Chief of Emergency Services, to the General Manager, or to the Board as appropriate.

VI. INFORMATION/DIRECTION

A. Homes Association Irrigation Upgrade Status

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

Last month the Board approved a capital request to upgrade the irrigation system, which is controlled by the Metro District including the Canyon Club, Summit Club, Village Lake Fitness Center and 288 acres of open space.

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 – 1.6M gallons through May (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 tennis court area has temporary irrigation watering the native grass to establish the grass. Douglas County requires that the CPHA reestablish the vegetation to release the landscaping bond posted when the new tennis court was installed. The area will be irrigated for another 30 days. The weeds are being sprayed at this location.

VII. MANAGEMENT/LIAISON REPORTS

A. Metropolitan District Items – Josh Shackelford

Josh Shackelford, Interim District Manager reported on the following:

Metro is rolling out the Irrigation Efficiency Analysis offered free to every resident in the Village. Once the analysis is done, Metro will give up to \$1,500 to each household that provides irrigation to upgrade their irrigation system. This does not include households within sub associations.

Metro is in the process of securing a bond to work on water projects. The water tank at Metro needs structure rehabilitation to cost about \$2.5M to \$3.0M. The road projects will begin after the Fourth of July, which will include some lane closures. One lane will be open at all times.

The Metro traffic study is underway. Traffic counters were placed in six locations that measured traffic and speeds. Data is being evaluated now and Metro should have a response within a couple of weeks.

Several cross walks are being evaluated; may add some and reconfigure others. Not all crosswalks will be painted this year. Doug Cooper commented the crosswalks should be completed this year. Mr. Shackelford stated he would come back to the Board on the crosswalks.

A resident asked Mr. Shackelford for an update on the well site at Prospect Dr. and Mirage Dr. Mr. Shackelford stated the well has been drilled but needs to have the pump equipment installed. Re-seeding was done off Mirage Dr. but will need additional work in the fall. A question was asked about rebuilding the enclosure and Mr. Shackelford responded once the motors are installed Metro will rebuild the enclosure. Regarding the water mains, Mr. Shackelford stated Metro will be assessing the condition of all water mains in the Village, however this year the traffic engineer is helping Metro to determine how best to repair the roads.

Oxford Peak Lane is under construction. Metro is making sure traffic safety recommendations are implemented. Mark Larson noted when the existing portion of Oxford Peak Lane is connected to the new portion of the road, a barrier will be placed at the end of the old portion until the Fire Department determines the through road access can no longer be restricted. Mr. Larson continued that the emergency gate at the end of Lindsey Peak Lane is still under construction, but the road is currently blocked

B. General Manager – Mark Larson

(See Tab #3 of the June 2022 Board Package)

General Manager Mark Larson showed slides (see attached handout of slides) and reported the following:

- As a reminder to those on the Zoom call, the State primary election is next Tuesday, June 28. It is too late to mail your ballot but you can drop your ballot at the ballot box in the City of Castle Pines behind the library.
- The Fourth of July is coming up and there will be several festivities for residents.
- Music in the Park will be held July 2 at the Canyon Club field featuring patriotic music by the Tripping Griswolds from 6:00 pm to 10:00 pm. There will be pay-as-you-go food trucks on site.
- On July 4 the fun begins at 8:00 am with a 5K Fun Run starting at the Canyon Club.

- On July 4 the parade begins at 10:30 am at the Village Lake Fitness Center and ends at the Canyon Club.
- On July 4, the barbecue will be held at the Canyon Club field between 11:00 am and 2:00 pm with live entertainment, Kona Ice and Tap Snap photos.
- Last week was a challenge with Waste Management. WM has been hit by staff shortages and a massive COVID outbreak. Trash was not being collected and it was a recycling week. The CPHA was not receiving timely information. Residents were frustrated. The CPHA is working with WM has let WM know that this service is unacceptable.
- Update on widening of Santa Fe Drive. CDOT has removed funding for this project from their 10-year plan. A signal light at Daniel's Park Road and Santa Fe Drive will be installed by Douglas County.
- The intersection of Happy Canyon Road and I-25 is to be upgraded in 2026. This project involves City of Castle Pines, Douglas County, CDOT and the Federal Highway Administration.
- The CPHA is working with Douglas County to remove dead trees along Happy Canyon Road.
- The installation of the wildlife fence along I-25 and portions of Castle Rock Parkway has begun. There will be a modification along Castle Rock Parkway to establish an entrance gate into the 13-acre open space.

C. Emergency Services – Matt Wortsman

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

Chief of Emergency Services Matt Wortsman reported the following:

- There were seven medical events; (four patients were transported.)
- Resident entries into the Village were up to almost 140,000. Visitor entries increased to just over 46,000.
- Village Lake Fitness Center entries were up to 4,000 in May.
- Staffing is still at 34.
- All Patrol Officers except one are now Emergency Medical Technician Basic certified.
- Traffic activity included two golf carts that rolled over but with no injuries.
- Property damage reports included several mailboxes damaged, a stop sign hit and knocked down, and a vehicle back window broken with no indication of cause.
- There were 61 traffic violations issued at a variety of locations.

VIII. FINANCIAL REPORT: MAY 2022

General Manager Mark Larson presented the May 2022 Financial Report

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

Mark Larson reported the following:

- Capital Projection – Long Range Planning and Finance Committee reviews this monthly.
- Projects – should have a bid for the Canyon Club pool improvements, getting final plans this week.
- Part of the Canyon Club improvements will come out of the Reserve Study; can use money for repairing baby pool since the CPHA is replacing it.
- CPHA considering dividing the Canyon Club pool improvements to be completed over two years to ensure the pool is open each summer.
- Balance Sheet - two certificate of deposits will mature this month; plan to invest the money in Treasury bills. The LRP&F Committee does a good job managing investments.
- Positive variance in expenses \$160,000. Revenue sharing with Comcast may end in September. CPHA will contest Comcast ending the revenue sharing. If the issue cannot be resolved with Comcast, revenue will come in on budget.

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

IX. REVIEW OF BOARD DIRECTIVES

- Go back to Mr. Hansen and coordinate the irrigation piece.
- Follow up with Josh Shackelford on questions of road study, remediation of well site and cross walks.

X. IMPORTANT MEETING DATES

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

The Fourth of July Festivities begin on July 2 and conclude on July 4, 2022

The next CPHA Board meeting is July 28, 2022.

The next Metro Board meeting is July 26, 2022.

XI. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the June 2022 Board of Directors meeting at 9:56 a.m.

Respectfully Submitted by,

Linda Matthews

Executive Assistant/DRC Administrator