

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, March 23, 2023

8:00 am – Regular Meeting

ATTENDEES: Directors – In person: Doug Cooper, Vice President; Chuck Skinner, Treasurer; Wendy Ingraham, Secretary; and Al Notary, Assistant Treasurer. Via video conference: Frank Jacobsen, President. Present from the CPHA: Mark Larson, General Manager and Assistant Secretary; Matt Wortsman, Chief of Emergency Services; Linda Matthews, Executive Assistant/Design Review Administrator; Kevin Olsen, Compliance Coordinator; and April Clendenin, Accountant. Nathan Nicholas, Facilities Manager joined via video conference.

OTHERS PRESENT: Metro District Manager via video conference – Josh Shackelford. Residents via video conference – Bill Aplin, Linda Battin, Pat Connor, David Culberson, Steven Davies, Christopher Desmond, Daniel Fox, Don Hansen, Cici Holbrook, Patty Kincaid, Lyn Krause, Jon Manchester, Jane Niederbrach, Victor Pluto, Matt Scheiman, Tom Sims, Roy Straub, Michael Vernon and Michael Volkl.

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association March 2023 Board meeting to order at 8:00 a.m. and noted the following: all Board members are in attendance. Also present in the room are Mark Larson, General Manager; Matt Wortsman, Chief of Emergency Services and CPHA staff members Kevin Olsen, Compliance Coordinator; Linda Matthews, Executive Assistant/Design Review Administrator and April Clendenin, Accountant.

No modifications were made to the meeting Agenda.

II. CONFLICT OF INTEREST DISCLOSURE

Frank Jacobsen stated the Conduct of Meetings Policy states that Board members must disclose any conflict of interest related to this month's agenda items or at any time during the meeting should a conflict of interest arise. No conflicts were identified.

The 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 asked Mark Larson to lead the meeting through the agenda items.

III. ELECTION OF BOARD OF DIRECTOR OFFICERS

Mark Larson stated the governing documents call for the Board of Directors officer election at the first regular meeting following the Annual Meeting.

Motion

Upon motion duly made and seconded, the Board unanimously elected the following Board of Directors Officers: Frank Jacobsen, President; Doug Cooper, Vice President; Chuck Skinner, Treasurer; Wendy Ingraham, Secretary; Al Notary, Assisant Treasurer.

IV. FEBRUARY 2023 MEETING MINUTES

(See Tab #1 of the March Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the February 24, 2022 Board of Director meeting minutes as amended.

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

No homeowners requested to be heard by the Board.

VI. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford reported the following:

- Metro is starting work on the 2023 roadway program. A list of streets slated for work will be posted on the Metro website by the end of April.
- A contractor has been hired to install pumps and motors for the three new wells in the District. Due to long lead times the installation won't begin until June.
- The well site at Mirage has been cleaned up a bit over the last couple of weeks. More work is to be done with a more permanent fix in the middle to end of summer.
- The Crestone Way water main project is wrapping up in April. Asphalt will be installed in warmer weather.

Mark Larson thanked Mr. Shackelford and his staff for helping prepare the Summit Club for Winterfest, removing the snow from the field.

VII. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported Tina Singer, who also serves on the Marketing Committee, has been nominated by the Village Communications Committee (VCC) to serve on the VCC and act as the liaison between the VCC and the Marketing Committee.

Motion Upon motion duly made and seconded the Board unanimously appointed Tina Singer to become a member of the Village Communications Committee.

B. Capital Request for Resurfacing the Canyon Club Parking Lot

(See Tab 2 of the March 2023 Board Package)

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

- This Capital Request is Project 2023-009: Canyon Club Parking Lot Resurface.
- Project includes resurfacing, striping and replacement of concrete parking stops at the pool parking lot, court parking and pavilion parking areas.
- The total cost is \$35,820 which is included in the 2023 reserve capital.
- The project's life is five years.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the Capital Request Project No. 2023-009 to resurface, stripe and replace the concrete parking stops at the Canyon Club pool parking lot, court parking area and Canyon Club Pavilion parking area in the amount of \$35,820 (reserve study allowance of \$35,750) subject to Doug Cooper's review of the note attached to the proposal.

C. Capital Request for Picnic Tables at the Canyon Club Pavilion
(See Tab 2 of the March 2023 Board Package)

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

- This Capital Request is Project 2023-010: Picnic Table Replacement.
- Project includes replacement of six octagonal picnic tables at the Canyon Club Pavilion.
- The proposal is \$14,720 and the reserve study allowance is \$14,250.
- The project's life is expected to be five or more years; the commercial warranty is for three years.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the Capital Request Project No. 2023-010 to replace six picnic tables at the Canyon Club Pavilion with reserve funds for a total cost of \$14,720.

VIII. INFORMATION/DIRECTION

A. Homes Association Annual Meeting Recap

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

- The Annual Meeting of the Members was held on Monday, March 6, 2023, at Cielo at Castle Pines, 485 W. Happy Canyon Road and via video conference.
- From 6:30 p.m. to 7:30 p.m. there was a social hour with informational stations including the Golf Club and Western Golf Association, Sheriff Darrin Weekly, South Metro Fire Rescue, Emergency Services, Parks and Recreation and more. The recycling table was popular as was the Technology Committee who answered questions about the upcoming cell phone coverage improvement project.
- The business meeting ran from 7:30 pm to 9:10 pm and included a question-and-answer session.

- In person attendance was about 325 residents and for video conference attendance 151 residents registered to attend with 110 logging in for the meeting.
- The Board of Directors election was held with 926 votes cast. Four hundred and eight proxies were returned and 82 votes were cast in person.
- Doug Cooper and Al Notary were re-elected to the Board of Directors.

B. Trash/Recycling Collection

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

- Waste Management (WM) informed the Village in fall of 2022 that WM was converting collection to the use of containers due to the conversion to automated trash and recycling trucks.
- The CPHA Board formed a working group chaired by the Board President and worked under these assumptions:
 - 1) The CPHA will continue to provide and fund trash/recycling collection.
 - 2) Conversion will result in once-a-week trash collection and every other week recycling collection. Collection day is Wednesday for the entire Village which will require containers to be out only one day of the week rather than four days per week currently.
- The working group evaluated alternatives to continue the same service with a new provider. Proposals were received from Waste Management, Waste Connections and HBS Trash Services.
- The working group considered the impact of the conversion to containers on Village residents as well as the financial impact to the CPHA budget.
- The working group learned that trash/recycling collection has changed, and reasonable and responsible proposals involve the use of containers.
- The impact to residents includes the amount of trash collected on a weekly basis, once a week versus twice a week collection, all trash must be placed in containers, and the impacts of handling the containers.
- WM submitted the most qualified proposal in that WM offers two sizes of containers, WM knows the Village, had the best price alternative, and offered the Valet service to assist people with collection at their garage.
- The plan moving forward includes WM as the vendor, and use of containers with the conversion occurring on May 17, 2023. Collection will be on Wednesdays for the entire Village, once a week for trash and once every other Wednesday for recycling. Up to three containers in residents' choice of two sizes to be provided to residents at no additional charge. WM will charge the CPHA \$18.25 per household with yearly increases based on the Consumer Price Index for trash hauling.

- Additional services will be provided including two-yard waste collections, and additional services at Village dumpsters. A valet service will be offered by WM that will be billed directly to residents who choose to use this service.
- Changing from twice-a-week to once-a-week collection results in about \$200,000 savings, however additional services provided by the CPHA such as yard waste collection and additional dumpster collecting is estimated to cost about \$75,000 per year.
- Information about the changes will be provided in the Village Weekly email, the Village Reporter newsletter, letter from CPHA and WM, Coffee with the Manager and Gate Signs.
- There will be a Special Board Meeting on Thursday, March 30 to consider the final language in the Waste Management contract.

Following Mr. Larson's presentation, the Board opened the meeting for resident questions and comments. Questions from residents in attendance involved the process for ordering the containers, and how yard waste will be handled when the new process goes into effect. Mr. Larson and the Board answered the questions and encouraged residents to review the information which will be contained in the April/May Village Reporter, look for additional information in Village Weekly emails, and attend the Coffee with the Manager scheduled for Monday, April 10.

IX. MANAGEMENT REPORTS

A. General Manager – Mark Larson

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

Mark Larson reported the following:

The trash/recycling conversion and Meeting of the Members were the most consequential activities since the last Board of Directors meeting. The CPHA Committees elect their new officers in March and Mr. Larson will provide the new Committee roster at the April Board Meeting.

B. Emergency Services – Matt Wortsman

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

Matt Wortsman, Chief of Emergency Services reported the following:

- There were 800 vacation checks in February.
- ES responded to 10 medical events and 10 other agency assists.
- There were 112,000 resident entries into the Village and 31,500 visitors were processed into the Village in February.

- Staffing is currently 37 with six new Patrol Officers in training.

X. FINANCIAL REPORT: FEBRUARY 2023

General Manager Mark Larson presented the February 2023 Financial Report.
(See Tab 4 of the March Board Package)

Mark Larson reported the following:

- The CPHA received the final version of the update to the Reserve Study. CPHA reserves are about 75% of replacement cost. CPHA increased reserve contribution this year over what we contributed last year.
- On the Balance Sheet the First Bank Checking is over the FDIC limit so the overage was transferred temporarily to Charles Schwab.
- Income Statement – no projection until April.

Motion Upon motion duly made and seconded, the Board unanimously accepted the February 2023 Financial Report as presented.

XI. REVIEW OF BOARD DIRECTIVES

- Continue to work on WM and provide information to residents.
- Provide Doug Cooper with the Word version of the WM Contract.

XII. IMPORTANT MEETING DATES/ADJOURNMENT

(See Tab 5 of the March 2023 Board Package)

- Special Board meeting to consider the Waste Management contract is March 30, 2023, 8:00 a.m.
- Coffee with the Manager is April 10, 2023, 6:00 p.m.
- April Board meeting is April 27, 2023, 8:00 a.m.

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the March 2023 Board of Directors meeting at 9:47 a.m.

Respectfully Submitted by,
Linda Matthews
Executive Assistant/DRC Administrator

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, March 30, 2023

8:00 am – Special Meeting

ATTENDEES: Directors – In person: Frank Jacobsen, President; Doug Cooper, Vice President; Chuck Skinner, Treasurer; and Al Notary, Assistant Treasurer. Present from the CPHA: Mark Larson, General Manager and Assistant Secretary; Matt Wortsman, Chief of Emergency Services; Linda Matthews, Executive Assistant/Design Review Administrator; Kevin Olsen, Compliance Coordinator. Via video conference: Nathan Nicholas, Facilities Manager.

OTHERS PRESENT: Residents in person: Joan Hadden, Jodi Losinger, Richard Weaver, Richard Wadlow, Jimmy Terry, Mark Parrington, Lewis Kling, Michael Love, Ron Hattin, Renate Shafer, and Charlies Foster. **Residents via video conference –** James Barry, Jeffrey Bieber, Paul Bloom, Terrence Boardman, Andrew Boutilier, Kristin Boyce, Allan Brandt, Willis Buehrle, Scott Carrington, Joan Ciulla, Vin Chauley, Patrick Curnalia, Doug Drbal, Libby Drbal, Ron Eller, Carl Fitch, John Fitch, Joe Gersick, Linda Guiberson, Don Hansen, Kara Harrington, Celeste Helms, Cici Holbrook, Ellen Hurtado, Patty Kincaid, Ronald Lambke, Bradley Larsen, Jeremy Lee, Meredith Love, Jon Manchester, Carol McBride, Scott McBride, Christy Mock, Kristin Moran, Mary Murray, Rosemary Nigh, Kristen Olsen, Robyn Papadimitrio, Lauren Patterson, Vic Pluto, Tammy Reed, John Riddle, Ed Schirmer, Persis Schlosser, Judy Schnurr, Robert Shephard, Lorraine Shuba, Steven Singer, Larry Spivak, Roy Straub, Lon Stuebinger, Patricia Thomas, Michael Volkl, Scott Wieting, Beth Westberg, and Edith Wilkin.

EXCUSED: Wendy Ingraham, Secretary

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association March 30, 2023 Special Board meeting to review the new Waste Management Agreement to order at 8:00 a.m. and thanked everyone for attending this morning.

Frank Jacobsen stated the Agenda will be modified to move item IV. ACTION ITEM ahead of item III. HOMEOWNERS REQUEST TO BE HEARD to allow Mark Larson to deliver the presentation on trash/recycling collection and then open the question-and-answer session for homeowners.

II. CONFLICT OF INTEREST DISCLOSURE

Frank Jacobsen stated the Conduct of Meetings Policy states that Board members must disclose any conflict of interest related to this month's agenda items or at any time during the meeting should a conflict of interest arise. No conflicts were identified.

The 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 shared the following about the process for reaching today's recommendations. Mr. Jacobsen chaired the Working Group to study the trash issue because the Board believed a Board member should be directly involved in the day-to-day research. The Working Group spent four months gathering this information for the Board. The Working Group requested bids from three vendors and listened to interested parties to obtain feedback on the community's needs and concerns about how the changes might affect various groups in the Village.

III. ACTION ITEM

(See Tab #1 of the March Board Package)

A. Consideration of Waste Management (WM) Contract

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

- WM informed the CPHA in the fall of 2022 that waste and recycling collection will convert to the use of containers effective November 2022. WM is automating trucks for the safety of the driver and due to the labor shortage for workers.
- A meeting was held with WM asking for a delay and WM agreed to delay implementation until May 2023.
- A Working Group was formed to be chaired by the Board President.

- Assumptions included 1) The CPHA will continue to provide and fund trash/recycling collection. 2) Conversion to trash/recycling collection will result in once-a-week collection to prevent containers out for collection four days a week in the Village.
- The Working Group evaluated alternatives, receiving proposals from WM, Waste Connections and HBS Trash Services.
- Impact of conversion to containers on Village residents and financial impact on conversion to CPHA budget were considered.
- The impact to residents includes the amount of trash collected on a weekly basis, once-a-week versus twice-a-week collection, all trash must be placed in containers, and the impacts of handling the containers.
- WM submitted the most qualified proposal in that WM: 1) offers two sizes of containers, 2) WM knows the Village, 3) was the best price option, and 4) offers the valet service to assist residents with collection at their garage.
- Goals when evaluating proposals included: 1) containers provided to each residence at no additional cost – WM will provide up to three containers at no charge. Additional containers are available for \$4 per month per container billed directly to the residents. 2) size of containers available – WM offers 64 gallon and 96 gallon containers. 3) provisions for disposal of yard waste – WM will provide roll-off containers for yard waste (the CPHA currently does not plan on using this option, but it is available). 4) valet service provided for residents – WM offers this service and residents will contract directly with WM for valet service.
- Additional services provided by the CPHA include yard waste collection twice a year in conjunction with the Metro Brush Cleanup. Bags to be provided by the CPHA which will be collected by an independent contractor. Also additional services at Village dumpsters located at the CPHA, Village Lake Fitness Center, Canyon Club and Summit Club.
- The financial impact of reducing to once-a-week trash collection and every-other-week recycling saves about \$200,000 per year. The additional yard waste collection and dumpster collection will add about \$75,000 per year. It is expected the CPHA will save \$125,000 per year.
- Implementation of new collection process – residents begin ordering containers on April 15 to be delivered by May 15. Trash collection begins in containers on May 17. Recycle collection begins in containers on May 31.
- Information to residents will be sent out in the Village Weekly, Village Reporter, gate signs, and Coffee with the Manager.
- Recommendation from the Board is to approve the agreement with Waste Management for residential trash and recycling collection services.

IV. HOMEOWNERS REQUEST TO BE HEARD

Frank Jacobsen opened the question-and-answer session with residents by making the following comments.

- The CPHA had no choice but to move to collection in containers and would rather not have had to make this change.
- The Board has been working along with the Working Group for 4 ½ to 5 months.
- The Board fully recognizes that we don't have all the answers yet and will continue to work to find solutions.

Residents asked questions on the following topics:

Schedule:

- Collection days for trash/recycling.
- Placing containers out for collection times.
- Requirement for removing containers after collection.

Containers

- Switching them out if wrong size.
- Storage of containers.
- How to place containers at the street.
- Are bear-proof containers available?
- Will containers be replaced if damaged?
- Use of plastic bags inside containers.
- What to do with existing recycling bins?

Yard Waste

- What to do with multiple bags of pine needles and yard waste?

Mark Larson responded to the questions with the following information:

Trash will be collected on Wednesdays of each week starting on May 17. Recycling will be collected on Wednesdays every other week starting May 31. WM determined the day of week for collection. Containers shall be placed out for collection by 7:00 a.m. but not before 5:00 a.m. on Wednesdays. Residents are to remove the containers as soon as possible after collection but no later than 7:00 p.m. on Wednesdays. Reminder letters will be sent if containers are repeatedly left out after 7:00 p.m.

WM will switch out containers, but a charge may be assessed. Residents can add or have containers removed at no charge. Containers are to be stored out of sight of

neighbors, the street, and/or any open space including golf courses (preferably in the garage.). Containers are to be placed curbside with the lid opening facing the street. The containers provided are not bear proof. but the CPHA will check with WM to see if bear-proof containers are available. If WM damages the container, they should replace it. Trash should be placed in plastic trash bags and then placed in the container. Recycling should be placed directly in the recycling container with no trash bag used. Existing WM recycling bins are not recyclable. To dispose of these small bins, residents are welcome to bring them to the rear of the CPHA and leave them on the patio in the rear of the CPHA building. Residents who have trash containers in their garage that they use for trash bags storage can bring those to the CPHA building if they desire and the Homes Association will dispose of the containers.

Yard waste can be placed in trash containers which will be removed weekly. The CPHA is planning yard waste collection twice a year using large paper yard waste bags with 10 bags supplied to each homeowner. CPHA is contracting with a small company to remove the bags from residents' homes. Residents may also arrange for a contractor to remove yard waste at the residents' expense as necessary.

Frank Jacobsen thanked the residents for attending the meeting and providing their input.

Motion Upon motion duly made and seconded, the Board unanimously approved the agreement with Waste Management presented in the Board package with the exception of Valet Service price which should be for any number of carts you have.

V. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the March 30, 2023, Board of Directors Special Meeting at 9:20 a.m.

Respectfully Submitted by,
Linda Matthews
Executive Assistant/DRC Administrator