

# 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, April 27, 2023**

**8:00 am – Regular Meeting**

**ATTENDEES:** Directors – Doug Cooper, Vice President; Chuck Skinner, Treasurer; Wendy Ingraham, Secretary; 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; and April Clendenin, Accountant. Nathan Nicholas, Facilities Manager joined via video conference.

**OTHERS PRESENT:** Castle Pines Metropolitan District Manager via video conference – Josh Shackelford. Residents via video conference – Patrick Curnalia, Paula Dooley, Don Hansen, Melanie Lee, John Manchester, Vic Pluto, Roy Straub, Cici Holbrook, Michael Vernon, and Keri Scherler.

**EXCUSED:** Frank Jacobsen, President

### **I. CALL TO ORDER / MODIFICATION OF AGENDA**

Doug Cooper called the Castle Pines Homes Association April 2023 Board meeting to order at 8:00 a.m. and noted the following: Frank Jacobsen is out today but all other Board members are in attendance.

Mark Larson modified the agenda today to recognize the Officer of the Quarter Brandon Williams and Patrol Officer Walt Keeling upon completion of his firearms certification training.

Doug Cooper introduced Gate Officer Brandon Williams, Officer of the Quarter for the second quarter. Brandon has worked for the CPHA for two years after working in sales and construction. Brandon's winning personality has made him a favorite with the residents and earned him the respect of his peers. A Colorado native, Brandon enjoys the mountains and Colorado weather. Brandon likes to spend time with friends, ski, hike and has recently begun day trading.

Doug Cooper recognized Walt Keeling for his recent completion of firearms certification training. Walt is now certified as a law enforcement firearms instructor for handgun and

shotgun and will use this training for instructing fellow Patrol Officers in Emergency Services. Congratulations Walt.

## II. CONFLICT OF INTEREST DISCLOSURE

Doug Cooper 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. Cooper 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.

Doug Cooper 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.

## III. CONSIDERATION OF MEETING MINUTES

*(See Tab #1 of the April Board Package)*

### A. March 23, 2023 Monthly Board Meeting

**Motion**

**Following discussion by the Board and upon motion duly made and seconded, the Board approved the March 23, 2023 Board of Director meeting minutes as amended.**

### B. March 30, 2023 Special Board Meeting

**Motion**

**Following discussion by the Board and upon motion duly made and seconded, the Board approved the March 30, 2023 Special Board of Director meeting minutes as amended.**

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

No homeowners requested to be heard by the Board.

## V. LIAISON REPORTS

### A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford reported the following:

- The summer transportation roadway project will begin next month. Once the streets slated for repairs are approved at the May Metropolitan District Board of Directors meeting, they will be posted on the website. There will be a schedule of when streets will receive work and the homes will be notified of work on their street.
- The summer roadway work is a \$2.3 million project and will finish off the class one roads within the Village.
- The Village irrigation systems are starting up so Metro is seeing higher demand for water usage.
- Residents are encouraged to sign up for an irrigation efficiency analysis. Over 60% of residents have signed up and Metro is hoping for 80%.
- Sub associations should have already signed up for the irrigation efficiency analysis. Residents in sub associations do not need to schedule an irrigation efficiency analysis.
- The pumps will be installed in the new water wells in August. Once that is complete final restoration of the well sites will be completed.

## VI. ACTION ITEMS

### A. Nominations for Homes Association Committee Membership

Mark Larson reported Felicia Dodson, Village resident since 1997, has been recommended by the Parks and Recreation Committee to become a member of the Parks and Recreation Committee.

**Motion** Upon motion duly made and seconded the Board unanimously appointed Felicia Dodson to become a member of the Parks and Recreation Committee.

### B. Election of Board of Directors Assistant Secretary

Mark Larson reported that it is recommended that the Assistant Secretary of the Board of Directors be a non-Board member and this position has been filled by the General Manager in past years.

**Motion** Upon motion duly made and seconded the Board unanimously elected Mark Larson to serve as the Assistant Secretary to the Board of Directors.

**C. Consideration of Modification to the Homes Association Rules and Regulations Concerning Trash/Recycling Collection**

*(See Tab #2 of the April Board Package)*

Doug Cooper presented the following on the proposed changes to the Rules and Regulations concerning trash and recycling.

- The requested modification is the result of the new trash/recycling program.
- Trash and recycling will be placed in WM provided containers that are placed at the curb on trash day by 7 a.m., but not before 5 a.m., and removed from the street by 7 p.m.
- Trash should be bagged when deposited in a trash cart but recycle materials should not be bagged when deposited in a recycling cart.
- Section 3.16.2 of the proposed rule considers yard waste and how it will be stored and removed.
- Section 3.16.3 of the proposed rule states that regular pickup of trash and recycling will be provided exclusively by the Association's trash contractor and no other regular trash or recycling service will be permitted to operate in the Village.
- This modification will be published in the Friday Village Weekly for residents to have an opportunity to make comments before the May Board meeting. The Board will review the comments and discuss at the May Board meeting.

**Motion** Upon motion duly made and seconded the Board conditionally approved the trash and recycling rules as amended to be released for member comment.

**D. Capital Request Emergency Services Vehicle Replacement**

*(See Tab #3 of the April Board Package)*

Mark Larson showed slides (see attached handout of slides).

Matt Wortsman presented the following:

- This Capital Request is project 2023-011: Vehicle Replacement
- The vehicle to be replaced is a Chevrolet Tahoe. The new vehicle will be a Ford Police Interceptor.
- Project cost is \$44,775 from Reserve Capital which includes vehicle, installing emergency equipment and decals, and taxes.
- Estimated proceeds from vehicle to be replaced is \$20,000.

**Motion** Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the Capital Request Project No. 2023-011 to replace an Emergency Services vehicle in the amount of \$44,775 from Reserve Capital.

## **VIII. INFORMATION/DIRECTION**

### **A. Trash/Recycling Container Conversion Update**

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

- The conversion to containers will occur on Wednesday, May 17, for trash and May 31, for recycling collection.
- Trash and recycling collection will move to Wednesday for the entire Village.
- Collection will be once a week for trash and every other week for recycling on Wednesdays.
- WM is receiving many emails from residents to order containers and is not able to provide a timely response to the messages.
- Containers are to be delivered to residents by May 15, 2023.
- Containers are on display at the CPHA to help residents decide which size they would like; 64 gallon or 96 gallon.
- Containers are to be put out by 7 a.m., but not before 5 a.m. on the day of pickup only.
- Containers must be stored out of sight and protected from wildlife.
- WM is providing a grace period for picking up bags outside containers through Wednesday, June 14.
- Yard waste collection will be provided by the CPHA starting this fall. Watch the Village Reporter and Village Weekly for more information.

### **B. 2023 Committee Chairperson Selections**

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

- The Board elects officers the first meeting following the Annual Meeting of the Members.
- We ask the CPHA Committees to provide the name of the chairperson of the CPHA Committees.
- Design Review Committee – Ed Will has become the new chair replacing Jim Walker who continues to serve in the DRC.

- The Forest Stewardship Committee is currently chaired by Compliance Coordinator Kevin Olsen. This will change as new members are added to the Committee.
- Long Range Planning and Finance Committee – new chair is Wendell Kurtz replacing Len Jacob who continues to serve on the Long Range Planning and Finance Committee.

**Motion** Upon motion duly made and seconded the Board approved appointment of chairpersons as indicated on the slide presented on April 27, 2023 and the slide to be included in the minutes of the meeting.

## VIII. MANAGEMENT REPORTS

### A. General Manager – Mark Larson

*(See Tab #4 of the April 2023 Board Package)*

Mark Larson reported the following:

- The CPHA has a contractor evaluating the health of the forest.
- The Village cleanup day is May 6, starting in the Wildcat Corner at 8:00 a.m.
- The cleanup participants will meet back at the Canyon Club Pavilion at 11:30 a.m. for an appreciation cookout.

Doug Cooper stated the following:

- The CPHA signed an agreement with Crown Castle two years ago to install fiber network in the Village to improve cell service in the Village and along Happy Canyon Road.
- The coverage should give excellent call, data service and text service.
- The plan is to have the network in place by the beginning of the 2024 Golf Tournament.
- The system will provide coverage through a small cell network.

### B. Emergency Services – Matt Wortsman

*(See Tab #4 of the April 2023 Board Package)*

Matt Wortsman, Chief of Emergency Services reported the following:

- There were 745 Vacation Checks in April.
- ES responded to 15 medical events and 17 other agency assists.
- Resident entries were up, very similar to last year.
- 37,500 visitors were processed into the Village.

- Staffing is currently at 36. ES is planning to do promotions, one Sergeant and one Corporal. ES is considering training another officer as a certified firearms instructor.
- The ES Committee has asked ES to monitor people running through stop signs.

## **X. FINANCIAL REPORT: MARCH 2023**

General Manager Mark Larson presented the March 2023 Financial Report.  
(See Tab 5 of the April Board Package)

Mark Larson reported the following:

- Project numbers are listed on the Capital Projection; the ES vehicle will be added.
- Projects are moving along well; tennis court resurface dates to come, Canyon Club parking lot resurfacing is expected to be done by Memorial Day.
- Canyon Club pool resurfacing is ongoing; shade structures at the VLFC are in with fabric to come.
- Large boiler replacement timeline for the Fitness Center is still unknown. Hope to have it installed by the end of the season.
- Administrative Labor – will have summer employee for Facilities Manager. The new landscape and maintenance flower company costs less than the company we used last year.
- ES budget for labor is based on 37 employees so if ES has 40 employees ES Labor be over budget.
- Balance Sheet – some Treasury-bills are coming due, continuing those at 90 days which are paying more than 6-month Treasury-bills.

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

## **XI. REVIEW OF BOARD DIRECTIVES**

- Verify recycling dates for May.
- Add information to Capital Report to say where deferred projects are coming from.
- Continued work on WM transition.
- Delinquency reports from Executive Session.

## **XII. IMPORTANT MEETING DATES/ADJOURNMENT**

(See Tab 6 of the April 2023 Board Package)

- May Board meeting is May 25, 8:00 a.m.

**Motion** Upon motion duly made and seconded, the Board unanimously voted to adjourn the April 2023 Board of Directors meeting at 10:05 a.m.

Respectfully Submitted by,  
Linda Matthews  
Executive Assistant/DRC Administrator