

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, May 25, 2023

8:00 am – Regular Meeting

ATTENDEES: Directors – Frank Jacobsen, President; 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.

OTHERS PRESENT: Metro District Manager via video conference – Josh Shackelford. Residents in person - Dave Palmer, Leanna Palmer and Jack Vickers. Residents via video conference Christopher Desmond, Pat Foley, Ryan Graham, Cici Holbrook, Tom Hadden, Thomas Holloran, Patty Kincaid, Jon Manchester, John Nelson, Jim Paulson, Vic Pluto, Persis Schlosser, and Michael Vernon.

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association May 2023 Board meeting to order at 8:00 am 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, Linda Matthews, Executive Assistant/Design Review Administrator, Kevin Olsen, Compliance Coordinator, and April Clendenin, Accountant. No modifications were made to the 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 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.

III. CONSIDERATION OF APRIL MEETING MINUTES

(See Tab #1 of the May Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board approved the April 27, 2023 Board of Director meeting minutes as amended.

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

John Nelson addressed the Board regarding Waste Management stating the WM driver informed the owners of 2906 Fairway View Court and 2907 Fairway View Court that the owners would need to place their containers on the opposite side of the street in order for WM to pick up containers. Mr. Nelson stated this practice would not work in the winter time. Mark Larson responded that he received an email about this issue the day before this meeting. Mark Larson stated he would speak with the route manager about this issue.

V. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford reported the following:

- The Metro District held a Water Forum on May 18. Attendance was affected by the Denver Nuggets playoff game. The video from the forum will be posted on the Castle Pines Metro District website.
- The 2024 roadway improvement plan is almost finalized. The project is out to bid, and the project map should be finalized by mid-June. If work is to be done on your street, Metro puts a fluorescent tag on your mailbox prior to the scheduled work.

- The water rate tier grace period runs through the end of 2023. Residents that sign up for an irrigation efficiency analysis will only be charged for tiers 1 and 2 regardless of their water usage. For residents that live in a sub association that has had an irrigation efficiency analysis, they will be charged tiers 1 or 2 as well.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported there are no nominations for committee membership this month.

B. Presentation of 2022 Homes Association Audit

(See Tab #2 of the May Board Package)

Mr. Larson introduced Ryan Graham, CPA and a partner at the Adams Group, LLC Certified Public Accountants.

Mr. Graham presented the results of the 2022 Audit via video conference. Mr. Graham reported the following:

In all material respects the financial position of Castle Pines Homes Association, Inc as of December 31, 2022, and the results of its operation and its cash flows for the year are in accordance with generally accepted accounting principles.

For details, review the Draft Audit report as attached.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously accepted the 2022 Audit report as presented.

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

(See Tab #3 of the May Board Package)

Doug Cooper stated that residents were given the opportunity to make comments and suggestions regarding the modification to the Homes Association Rules and Regulations concerning Trash/Recycling Collection. Three pages of comments were submitted.

Mark Larson showed the proposed amendment on the screen stating the crossed out items have been removed and the copy in red has been added. The time to bring in the containers at the end of the collection day has amended from

7:00 p.m. to 10:00 p.m. The Board decided to keep the rule about placing trash out on the day of pickup only rather than the night before because of wildlife issues and the unsightliness of the containers out on two days rather than just one.

Use of Village dumpsters was brought up in a comment. Residents have always been allowed to use the dumpster behind the CPHA to drop off vacation trash. Now residents are allowed to use all dumpsters on CPHA property for bagged household trash only, no electronics, appliances, furniture, electronics, etc. These dumpsters are for resident use only, no contractor use allowed.

Motion Upon motion duly made and seconded the Board adopted the proposed modifications to the Homes Association Rules and Regulations Concerning Trash/Recycling Collection as presented.

VII. INFORMATION/DIRECTION

A. Village Forest Study Update

Mark Larson provided background information stating that the Village is losing desirable trees. The Forest Stewardship Committee wanted to get a current assessment of the health of the forest. Three different foresters were interviewed by the Forest Stewardship Committee and representatives from the Metro District. Bjorn Dahl and partner Finn Dahl together have been involved in forest management for 75 years and are certified foresters. Dahl Environmental Services LLC has been contracted to inventory the Village forest and provide a plan for how best to take care of it. The CPHA's 10-year plan has allocated \$100,000 per year for forest management. The fieldwork has been started and Bjorn and Finn Dahl have joined the meeting via video conference to present a preliminary report.

Bjorn Dahl and Finn Dahl presented the following:

- The Village was divided into 70 plots and broken into three vegetation structures.
- The goal is to improve the overall health of forest stands and preserve habitat for wildlife.
- The initial evaluation is that the overall health of the Village forest is good. There is no immediate or imminent threat to the forest community.
- There is some insect and disease but nothing significant; some spruce beetle and ips beetle, but no active mountain pine beetle.
- Climate change analysis from 1940 to 2100 shows temperatures are going to rise but precipitation will continue to oscillate. This could mean longer periods of drought.

- They have observed some fading trees, some Ponderosa Pines. They can get sun scalding due to lack of water. It is up to debate if fading trees can recover.
- Overall Village forest health is very good. They did not see much mistletoe, but they need to analyze the inventories.
- Dahl met with the Forest Stewardship Committee, which receives lots of questions on trees along Happy Canyon Road. Douglas County has stated that they have discontinued using salt for the second season and stated they are not using mag chloride. Dahl stated it could be salt or car pollutants, but more forensic work needs to be done.
- A final report is due in August, which will include a work plan that will provide management direction including what needs to be done.

Jack Vickers stated his concerns that the situation is worse than what we are hearing today. He believes there is active mountain pine beetle in the Village. Mark Larson will put Jack Vickers in touch with Bjorn Dahl.

B. Trash/Recycling Container Conversion Update

Mark Larson reported the following:

- Trash and recycling collection in containers went into effect last Wednesday.
- A third-party contractor has been delivering containers in the Village for WM. Residents continue to have a few issues with getting containers. Small trash containers have been in higher demand than WM anticipated.
- Some containers delivered were not in good shape. The CPHA is working with WM to get those replaced.
- Valet service is available and requires an agreement between WM and the resident.
- The first recycling date for containers was to be May 31 however due to Memorial Day it will be June 1.
- Residents can dispose of their small recycling bins and old trash cans at the rear of the CPHA.
- The grace period for bags outside the containers goes through June 14.
- The CPHA will conduct a fall cleanup where it provides compostable bags and will collect them for removal.

VIII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

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

Mark Larson reported the following:

- Flowers are being planted in the Village by a new contractor. About 26,000 flowers will be planted by Memorial Day.
- The Canyon Club and Summit Club pools open Saturday at 10:00 a.m. The Village Lake Fitness Center pool opened last Saturday. Facilities Manager Nathan Nicholas has done a great job preparing the pools for opening.
- The CPHA administrative office is closed on Monday for Memorial Day.
- There will be a one-day trash and recycling delay next week due to the holiday.
- ES and the CPHA are experiencing phone issues which have been going on for two weeks now. Calls are getting through with the use of cell phones. CenturyLink has been difficult to deal with, but the CPHA is in constant contact with them. The CPHAs know the residents are frustrated and appreciates residents' patience.

B. Emergency Services – Matt Wortsman

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

Matt Wortsman, Chief of Emergency Services reported the following:

- There were 468 calls for service in April.
- Medical Incident reports included 7 medical events and 8 other agency assists.
- There were almost 126,000 resident entries into the Village and 37,000 visitors were processed at the staffed gates.
- Staffing is presently 35 with three Sergeants and one Corporal.
- Residents are requested to test their alarm once a year. If residents upgrade their modem, residents should make sure they are still connected.

IX. FINANCIAL REPORT: April 2023

General Manager Mark Larson presented the April 2023 Financial Report.

(See Tab 5 of the May 2023 Board Package)

Mark Larson reported the following:

- The capital report shows all the reserve capital expenses to be projects or expended in 2023, some new and some from reserves.
- The Reserve Study identifies yearly projects that should be done. The CPHA evaluates and decides what needs to be done that year and what to defer. The reserve funds do not go away if a project is deferred. The money is dedicated to the particular project and is not used for other things.

- New shade structures at VLFC came from new capital because it was not an owned asset. The shade structures will go into reserves, so the CPHA starts reserving for them to keep them up.
- Projection for the rest of the year; the revenue is flat. Midway through the year CPHA will have positive revenue due to interest on the revenue account.
- On expenses, there is a negative variance in labor due to tax issues.
- The new landscape crew is less expensive than in the past, about \$10,000 savings.
- Forest management - \$100,000 in budget. The contract with Dahl Environmental Services is \$50,000 which will be split between the CPHA and the Metro District.

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

X. REVIEW OF BOARD DIRECTIVES

- Provide information on the recycling location in Castle Rock and options on large items that people need to dispose of. Dump, WM and other options to get rid of unwanted items.
- Continue working issues on WM.
- Continue with the Forest Management plan.

XI. IMPORTANT MEETING DATES/ADJOURNMENT

(See Tab 5 of the May2023 Board Package)

- Coffee with the Manager, June 12
- June Board meeting is June 29, 8:00 a.m.

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the May 2023 Board of Directors meeting at 10:17 a.m.

Respectfully Submitted by,
Linda Matthews
Executive Assistant/DRC Administrator