

**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, June 29, 2023

8:00 a.m. – Regular Meeting

ATTENDEES: Directors – Frank Jacobsen, President; Doug Cooper, Vice President; Chuck Skinner, Treasurer, (via video conference); 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: Residents in person: Joe Gschwendtner. Residents via video conference: Cici Holbrook, John Hanko, Lyn Krause, Vic Pluto, Michael Vernon, Don Hansen, Jon Manchester, Sharon Hulse, Bill Aplin, Steven Davies, Tammy Overacker Chris Braun, Patty Kincaid and Paula Shephard.

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association June 2023 Board meeting to order at 8:00 a.m. and noted the following: all Board members are in attendance except Chuck Skinner who is joining by video conference. 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.

A modification to the agenda is required at item **V. LIAISON REPORTS, A. Metropolitan District – Josh Shackelford.**

Mr. Shackelford will not attend the meeting to give the report.

II. CONFLICT OF INTEREST DISCLOSURE

Frank Jacobsen stated the Conduct of Meeting 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, there is no video or audio recording of Board meetings 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 MAY 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 approved the May 25, 2023 Board of Directors meeting minutes as amended.

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

Chris Silvaggi asked about how changes to trash collection came about; why we moved from two pickups to once per week and the use of containers. Frank Jacobsen responded that the CPHA was notified last November that WM was going to the use of containers. The CPHA received three bids for service and all included the use of containers. A working group has been working for five months on the transition and continues to work on the process for collecting extra material. Mr. Silvaggi stated he was disappointed in the communication regarding the change and that he would like to be involved in the solution to the trash collection situation. Mark Larson and Frank Jacobsen said the trash and recycling information did go out in many Village Weekly emails, the bi-monthly Village Reporter newsletter mailed to homes in the Village, in the minutes of many Board of Directors meetings and was a topic at the recent Coffee with the Manager.

Cici Holbrook stated she is concerned about spontaneous combustion of lithium batteries, electric vehicles and chargers. Mark Larson stated the CPHA will look into this.

Bill Aplin stated the Country Club maintenance facility is a mess, commenting that no homeowner would be allowed to let homeowners' property look like this. Mark Larson responded that there is new management at the Country Club. Mr. Larson will drive the community with the new Country Club Manager.

Chris Braun agreed that the condition of the Country Club maintenance facility is unacceptable and also asked about the trees dying in the Village. Mark Larson responded that the CPHA has hired a forester to evaluate the Village Forest. An initial report of findings was presented last month with a final report to be presented in August.

V. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford was not in attendance at the meeting, so no report was provided.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

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

B. Modification to the CPHA Employee Handbook

(See Tab #2 of the June Board Package)

Mark Larson reported the following:

- Revised Colorado State standards for sick leave have been adopted requiring a modification to the CPHA employee handbook.
- July 1, 2023 sick leave was increased to 48 hours per year.
- The vacation table in the CPHA Employee Handbook needs to be updated to reflect the standard the CPHA is currently using.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously accepted the changes to the CPHA Employee Handbook in Tab 2 of the Board Package, and table as presented.

C. Consideration of General Manager Agreement

Doug Cooper stated that the Castle Pines Homes Association's General Manager Agreement was discussed by the Board in Executive Session. Upon Board approval of the agreement, Frank Jacobsen and Mark Larson will sign the agreement and the agreement will be placed in Mark Larson's personnel file.

Motion Upon motion duly made and seconded, the Board unanimously approved the agreement with the Castle Pines Homes Association and General Manager Mark Larson, and authorized the Board President to sign as representative of the Association.

VII. INFORMATION/DIRECTION

A. Village Forest Health Update

Mark Larson reported the following:

- A discussion was held at the May Board meeting regarding the Village Forest.
- Dahl Environmental Services was contracted by the CPHA and Metro District to survey the forest and provide an assessment of the health of the forest and recommendations to improve and maintain a healthy forest.
- The CPHA has removed 74 trees and only a small number have had Ips or Turpentine beetle.
- The CPHA identified 36 trees to be removed on residents' property and many residents have complied.
- A community forum will be held on the health of the forest once Dahl Environmental Services provides a final report.

B. Canyon Club Pavilion History Project Proposal

Frank Jacobsen introduced resident Joe Gschwendtner, stating Mr. Gschwendtner was responsible for creating the interesting and informative information that adorns the Community Room in the lower level of the Castle Pines Homes Association. The room is now known as the Wildcat Corner and is filled with historical information about the area along with a mounted specimen of a bobcat.

Joe Gschwendtner proposed the next project to continue the work done in the Wildcat Corner on a smaller scale at the Canyon Club Pavilion. Historical homesteader information would be mounted on the pillars of the pavilion. Frank Jacobsen, Mark Larson and Joe Gschwendtner will meet to discuss the proposal further and then report back to the Board for further discussion.

VIII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

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

Mark Larson reported the following:

- The Fourth of July events are in place including the fun run, parade, and barbecue. The Canyon Club pool opens at 9:00 am on July 4.
- The CPHA administrative office is closed on July 4.
- Waste Management’s transition to containers continues. CPHA will continue to communicate that all trash/recycling must be in containers and that trash bags will no longer be collected.

B. Emergency Services – Matt Wortsman

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

Matt Wortsman, Chief of Emergency Services reported the following:

- There were 769 calls for service in May.
- Medical Incident reports included 13 medical events.
- There were almost 139,000 resident entries into the Village and 46,000 visitors were processed at the staffed gates.
- Staffing is presently at 33 officers out of 40 authorized for Emergency Services. The hiring process is continuing with new officers in the process.

IX. FINANCIAL REPORT: May 2023

General Manager Mark Larson presented the May 2023 Financial Report.

(See Tab 4 of the June 2023 Board Package)

Mark Larson reported the following:

- Capital projection – moving forward on projects for the year. Waiting on dates the tennis courts will be resurfaced.
- Canyon Club Improvement Project is expected to start in February 2024. The facility will open in 2024 as usual, however the toddler pool will not open until July 4. The slide work will start in February 2025 and the new slide is expected to open Memorial Day of 2025.
- Projection for the year. Overall expenditures will show a slight overall positive variance for the year.

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

X. REVIEW OF BOARD DIRECTIVES

- Add recycling information on the website.
- Check with South Metro Fire regarding lithium batteries to see if there are adjustments that need to be made.
- Check on Kevin Olsen's report on receivables.

XI. IMPORTANT MEETING DATES/ADJOURNMENT

- Metro Board meeting is July 18, 9:30 a.m.
- CPHA July Board meeting is July 27, 8:00 a.m.

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the June 2023 Board of Directors meeting at 10:13 a.m.

Respectfully Submitted by,

Linda Matthews
Executive Assistant/Design Review Administrator