

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, July 27, 2023

8:00 a.m. – 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; and April Clendenin, Accountant. Nathan Nicholas, Facilities Manager joined via video conference. Metro District Manager Josh Shackelford joined via video conference.

OTHERS PRESENT: Residents in person: Richard and Roseann Martin, Sharon Palmer, Dave Lastafka, Ron Hattin, Ben Lyng, Julie Berris and Caroline Brady, Representatives from Haselden Construction in person: Jarrod Fugate, David Marsh and Ben Barella. Residents via video conference: Chris Braun, Christopher Desmond, Pat Foley, Linda Guiberson, Cici Holbrook, Casey Johnson, Patty Kincaid, Cynthia Kristensen, Ronald Lambke, Albert Lindeman, Jon Manchester, Roy Straub, Michael Vernon, Diane and Scott Wieting, John Hanko, Daniel Fox, Alan Flanigan, and Ray Haley.

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association July 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; Linda Matthews, Executive Assistant/Design Review Administrator; Kevin Olsen, Compliance Coordinator; and April Clendenin, Accountant.

A modification to the agenda may be required for item VII. Action Item, B Consideration of Haselden Canyon Club Agreement depending on when the Haselden Construction representatives arrive at the meeting.

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, 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 JUNE MEETING MINUTES

(See Tab #1 of the July Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board approved the June 29, 2023 Board of Director meeting minutes as amended.

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

David Lastafka stated a concern about the noise exhaust brakes make coming down Happy Canyon Road. Mark Larson explained that State law mandates that exhaust brakes be muffled. Mark Larson will talk to Douglas County about signage for Happy Canyon Road.

Benjamin Lyng has concerns about the new trash collection program stating the containers smell bad, attract bugs and are left out on the street by neighbors. He continued that trash collection once a week is not adequate. Mark Larson explained that Waste Management (WM) gave the Village no choice but to use containers for pickup. All CPHA dumpsters in the Village are available for use by residents; household trash only.

Richard and Roseann Martin shared the story of damage to their home at 5048 Vermillion Lane when an irrigation line broke in Village Lake and flooded their basement. The Martin's goals are to mitigate damage, take steps to keep this from happening again and find out the root cause of the issue. The Martin's insurance company has denied the claim. Doug Cooper offered to give the Martins information to use to go back to the insurance company to further request payment of the claim.

Caroline Brady, a resident of Prato walks regularly and stated there should be crosswalks and speed bumps on Castle Pines Drive North. Josh Shackelford, District Manager of Metro stated these improvements will be in the budget for next year.

V. RECOGNITION OF EMERGENCY SERVICES OFFICER OF THE QTR.

Frank Jacobsen introduced the Officer of the Quarter Sharon Palmer. Ms. Palmer is a Gate Officer who joined Emergency Services in November 2022. A Castle Rock native and master gardener, Ms. Palmer is dedicated to serving the residents and guests of the Village. Congratulations to Sharon Palmer.

VI. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford shared his screen showing a map of the roadwork to be done in the Village this summer. Mr. Shackelford explained there are different types of repairs being done which are reflected on the map. Check the Metro website for the map. When roadwork is coming to your street, Metro will notify affected residents by placing a tag on the mailboxes or doors 72 hours in advance.

Metro Board member Kim Dadlani has moved from the Village and resigned from the Board. Cassie Vetter has been appointed by the Board to fill Mr. Dadlani's position until May 2025.

Mr. Shackelford was asked about the new well equipment and reported the following:

- The project is moving forward with motors and pumps to be installed next month.
- The installation will take three months because of the electrical equipment that runs the pumps and motors.
- The project should be completed by the end of this year.
- There is a landscape plan for the area on Mirage which includes remediation of the fence structure.

VII. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

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

B. Consideration of Haselden Canyon Club Agreement

(See Tab #2 of the July Board Package)

Mark Larson reported the following:

- Haselden Construction has submitted the agreement for renovation and improvements at the Canyon Club to start next year.
- The CPHA is working with Colorado Pool Designs to replace the current 400 sq. ft. kiddie pool with a 1,000 sq. ft. interactive pool and 375 sq. ft. splash pad.
- The Board is recommending not to take action today on the agreement but to reconvene at a Special Board Meeting on August 8 for further review.
- Haselden Construction served as the contractor for the Village Lake Fitness Center and the Homes Association was very satisfied with their work.
- The locker rooms at the Canyon Club and restrooms near the Canyon Club Pavilion will be upgraded as part of the project.

C. Consideration of Emergency Services Capital Request

(See Tab #3 of the July Board Package)

Mark Larson showed a slide (see handout of slides) and Matt Wortsman reported the following:

- This Capital Request Project No. 2023-012 is for replacement of the Emergency Services phone/radio traffic voice recorder.
- The current recorder is at the end of its life.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the Capital Request Project No. 2023-012 for the Komutel Phone/Radio Traffic Voice Recorder in the amount of \$6,955 in Reserve Capital.

VIII. INFORMATION/DIRECTION

A. Mid-Year State of the Village Update

Mark Larson stated that Frank Jacobsen gave a State of the Village at the Annual Meeting in March and will now give an update to that report. Mark Larson showed a series of slides. (See attached handout of slides.)

1) 2024 BMW Golf Tournament

Frank Jacobsen reported the following:

- The tournament will be held at the Castle Pines Golf Club conducted by the Western Golf Association. This tournament is the second of three events in the FEDEX Tour Playoffs.
- The tentative dates are Monday, August 18 through Sunday, August 25.
- Ticket packages will be available to Village residents prior to release to the general public in mid-September. Watch the Village Weekly emails and a resident mailing for details.
- There will be a resident event at the Canyon Club, Thurs. and Fri., August 22 and 23 and Sat. and Sun. August 24 and 25.
- If you would like to volunteer, there is a link to sign up. Over 3,000 volunteers are needed. Watch the Village Weekly email for the link.

2) Crown Castle Fiber Project

Frank Jacobsen reported the following:

- The project installs fiber in the Village to increase cell phone coverage, text and voice connectivity in the Village.
- Crown Castle is finalizing an agreement with cellular carriers, the final design of system layout, and power requirements for system installation.
- There remain several issues between Crown Castle, the Homes Association and the Metropolitan District. Discussions are being held to resolve those issues.

3) Canyon Club Upgrade Project

Mark Larson reported the following:

- The project to enhance the Canyon Club pools is a two-year project.
- In 2024 the toddler pool will be replaced by a 1,000 sq. ft. toddler pool with interactive play features and a 375 sq. ft. splash pad.
- In 2025 the pool slides at the Canyon Club pool will be replaced with larger slides and an interactive play structure will be installed.
- The Canyon Club pool will remain operational during construction.

4) Trash/Recycling Collection

Frank Jacobsen reported the following:

- The conversion to containers began in mid-May and most people have adapted to the new program.
- There are still issues to resolve such as the fall pickup of yard waste.
- Frank Jacobsen and Mark Larson will meet with Waste Management (WM) on outstanding issues such as delivery of containers, replacement of damaged containers and Valet Service.
- Trash collection is on Wednesdays and trash containers should be out by 7:00 a.m. for pickup and put away by 10:00 p.m. on collection day.
- WM will not pick up anything outside of the containers.
- Village dumpsters can be used by residents for residential trash only.
- Contractors are not allowed to use any of the Village dumpsters.

IX. MANAGEMENT REPORTS

A. General Manager – Mark Larson

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

Mark Larson reported the following:

- There has been an issue with people fishing at the Village Lake and not picking up after themselves. The CPHA is going to host a cleanup around Village Lake on Saturday, August 5.
- The Canyon Club pool will be open on the weekends through September 17.
- The new Village Lake Fitness Center (VLFC) pool heater will be installed the first week in August. The VLFC pool will remain open through the end of November.
- Tennis court surface work will begin on August 14 at courts 1 and 4. The work is to eliminate ground water that comes up through the courts. The surface will be ground off and a polymer finish will be applied.
- Tennis court 3 has a fence issue where the balls can roll under the fence. Repairs will be made.

Julie Berris stated that there is a flood of water coming into her yard. She has talked to Metro. Ms. Berris is worried about her trees and mosquitos due to all the standing water. Mark Larson said he and Bill Holwell will come up to her home to review the issue.

B. Emergency Services – Matt Wortsman

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

Matt Wortsman, Chief of Emergency Services reported the following:

- ES performed 600 Vacation Checks in June.

- Medical Incident reports included 13 Medical Events and 14 Other Agency Assists.
- There were 5,000 Fitness Center entries in June.
- Staffing is presently at 34 with a few candidates in the hiring process now.
- There were 10 Gate Strikes with one approved by the ES Committee for damage payment.
- Traffic and Parking Violations included 12 Failure to Stop and 57 total offenses.
- National Night Out is a community outreach for The Douglas County Sheriffs Office. The event will be held on August 1 from 6:00 p.m. to 8:00 p.m. at the Canyon Club.
- Regarding the question about the safety of lithium-ion batteries, the safety rules include: replacing damaged batteries, charging in safe areas, avoiding extreme temperatures and making sure smoke alarms are in good working condition.
- There are dangers to charging, overcharging or charging lithium-ion batteries on an improper surface. Guidelines will be posted in the Village Reporter newsletter.

X. FINANCIAL REPORT: JUNE 2023

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

Mark Larson reported the following:

- Capital expenditures for the year coming up for completion include the boiler replacement at the Village Lake Fitness Center, and tennis court resurfacing.
- Water usage is down quite a bit, within what it should be. This was a wet spring so dry conditions in the future may change water usage.
- The new Emergency Service vehicle has not yet arrived.
- The Canyon Club project will be approved this year.
- Mid-year projections show a \$30,000 positive variance due primarily to interest on operating account.
- Running negative in Administrative Labor (taxes and salary levels) and negative in Emergency Services Labor (dependent on ES staffing numbers.)
- Forest Management – waiting for the final forester’s report in August to give an update to the Board at August Board meeting.
- Looking into information on insurance rates (General liability and D&O) for the Village. Could expect a 25% increase but will talk to the insurance broker to see where the Village stands and options for the future. CPHA could increase deductibles to keep rates down.

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

XI. REVIEW OF BOARD DIRECTIVES

- Post in Village Weekly article to remind drivers to stop for pedestrians in crosswalks and to be aware of pedestrians on the road.
- Visit 5048 Vermilion Lane and look at the drainage around the home.
- Continuing work on Golf Tournament.
- Visit Julie Berris' home with Bill Holwell to look at drainage in her yard.
- Advertise that the pools will be staying open later in the season.

XII. IMPORTANT MEETING DATES

- Special CPHA Board meeting, August 8, 10 a.m. to review the final agreement on the Canyon Club project.
- Next regular CPHA Board meeting is August 24, 8:00 a.m.
- Metro Board meeting is August 22, 9:30 a.m.

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the July 2023 Board of Directors meeting at 10:55 a.m.

Respectfully Submitted by,

Linda Matthews
Executive Assistant/Design Review Administrator