

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, August 24, 2023

8:00 a.m. – Regular Meeting

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

OTHERS PRESENT: Metro District Manager Josh Shackelford joined via video conference. Residents in person: Chuck Graves, Ben Lyng, and Leanna Palmer. Residents via video conference: Cici Holbrook, Sharon Hulse, Ron Lambke, Vic Pluto, Matt Scheiman, Larry Spivack, Michael Vernon, Scott Wieting, Nancy Harvie and Linda Battin.

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association August 24, 2023 Board meeting to order at 8:00 a.m. and noted the following: All Board members are in attendance except Al Notary, who has resigned from the Board. Mr. Notary sold his house in the Village earlier this month. The Homes Association Bylaws state that a Director must be a Member of the Association. A “Member” is defined in the Association’s governing documents as an owner of property in the Village. Mr. Jacobsen noted that Mr. Notary and his wife are in the process of purchasing another home in the Village, that Mr. Notary has been a valuable contributor to the Board, and that if and when Mr. Notary again becomes a Member, the Board will consider appointing him to fill out his unexpired term on the Board.

There were no changes to the agenda.

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. These Board meetings are for Members of the Association and invited guests by the Association. If you are not a Member of the Association or an invited guest, please leave the meeting now. In accordance with Homes Association Governance Policy, no recordings or videos of these meetings are permitted except by the Association.

Frank Jacobsen shared the following guidelines for the meeting:

- Please keep your microphone on mute until you are 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 JULY REGULAR AND AUGUST SPECIAL MEETING MINUTES

(See Tab #1 of the August Board Package)

Motion

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

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board approved the Tuesday, August 8, 2023 Special Board of Directors meeting minutes as amended.

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

Benjamin Lyng expressed concerns about the current look of the Village; allowing the native grass to grow and not be cut. Mr. Lyng stated that 6' tall native grass is a weed and is becoming a fire hazard.

Chuck Graves expressed concern about fire danger, especially the native grass. Mr. Graves stated there is an open space lot near his house with dead trees and scrub oak that needs to be cleaned up.

Mark Larson stated that Homes Association and Metro's position on mowing native grass changed a couple of years ago. Josh Shackelford stated Metro mows right of ways but not open space native grasses. Metro brought in an expert who recommended letting native grasses grow for the health of the grass; mowing increases weed growth. South Metro Fire representatives have informed the Association that mowing grass

dries it out creating a higher risk of fire. Mark Larson stated there will be a combined meeting with the CPHA Board and Metro Board and suggested they review the study of our forest health to see if there is a better way to do what we are doing.

Nancy Harvie expressed her disappointment of how Gate 2 looks compared to the other gates with regard to landscaping. Mark Larson stated the Gate 2 islands will be addressed in early spring.

V. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford presented the following:

- Completion of installation of the three new wells are on schedule. Equipment has been ordered and the project should be complete in December. Metro will put up a new wall and landscaping around the well located off Mirage Dr. next spring.
- Road work is ongoing as part of the \$2.4 million project for 2023. When done, 85% of Village roads will have received work within the last three years.
- Work is to be done around Gate 3 which will be communicated to residents.
- Metro is working on a regulatory upgrade at the water treatment plant.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

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

B. Consideration of Village Communications Committee Guidelines

(See Tab #2 of the August Board Package)

Linda Battin, Chair of the Village Communications Committee presented the proposed updates to the Village Communications Committee guidelines. The Committee made changes to formatting, acceptable notices, and deadlines. Doug Cooper stated he has several comments and would like to meet with Linda Battin and go through his suggestions and then bring back the revised document next month.

VII. INFORMATION/DIRECTION

A. Forest Health Study Report

Mark Larson showed a slide (see attached handout of slides). Kevin Olsen presented the following update on the forest health study:

- Dahl Environmental Services (Dahl) was contracted by the CPHA and Metro District to survey the forest and provide an assessment of the health of the forest and make recommendations to improve and maintain a healthy forest.
- The Association has received the first draft Forest Management Plan and Survey completed by Dahl.
- Dahl surveyed 2600 acres and reported that the Village forest is comprised of Ponderosa pine, Douglas fir and Gambel oak.
- Dahl found evidence of insect disease (Rocky Mountain Pine Beetle, Ips and Turentine) in a small number of trees. The level of insects found was below the state average and at non-concerning levels. Trees in the Village where Rocky Mountain Pine Beetle that were identified are scheduled for removal with in the next two weeks.
- Mountain Pine beetle was observed on adjacent properties, mostly along Happy Canyon Road.
- Mistletoe is being monitored on Indigo Way.
- Residents have been responsive in removing trees when they are notified of disease in their trees.
- Beetles attack stressed trees so it is important to take actions to reduce or eliminate stress where possible. Overcrowding of trees puts trees under stress. The Gambel oak is too thick and some areas need to be reduced.
- The Association has concentrated on taking out dead trees.
- There will be a community forum with Dahl in early October via video conference to help educate residents.

VIII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

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

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

- Per last month's board meeting the Association agreed to execute the Haselden Construction contract to pay 90% of the cost of the civil engineering report on the Canyon Club pool project. The Association will retain 10% until the building permit is issued.
- A cleanup around the Village Lake was held in August. About 15 people participated. Some fishing lines were found but not a large amount. Residents

cleaned up the overflows at the Lake. Doug Cooper noted that there is not as much wildlife on the Village Lake this summer and wonders if there is something about the water to keep ducks or waterfowl away. Mark stated he will talk to Metro about the water.

- The Parks and Recreation Committee is hosting a movie night on September 9 at the Canyon Club showing the movie *Puss and Boots*. Pay-as-you-go food trucks will be there, and popcorn will be provided.
- Tennis courts 1 and 4 are being refurbished to prevent water from coming up from beneath the courts. The work is moving slower than expected, so the completion date is unknown at this time.
- The 2024 Budget process has begun this month meeting with the Long Range Planning and Finance Committee and other committees. In October there will be a working session with the Board of Directors and a Coffee with the Manager on the 2024 Budget. The 2024 CPHA Budget will be considered for adoption at the November Board of Directors meeting.

B. Emergency Services – Matt Wortsman

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

Matt Wortsman, Chief of Emergency Services reported the following:

- ES performed 700 Vacation Checks in July.
- Medical Incident reports included 13 Medical Events and 18 Other Agency Assists.
- There were 134,000 resident entries into the Village and 47,000 visitors were processed at staffed gates.
- There were 6,000 Village Lake Fitness Center entries which is an increase over last month.
- Staffing is presently 36 with three officers in the hiring process.
- Wildlife calls increased this month with over half of them bear calls.
- Chief Wortsman attended the BMW Tournament in Chicago to see how security and medical are handled in preparation for the tournament here next summer.

IX. FINANCIAL REPORT: JULY 2023

General Manager Mark Larson presented the July 2023 Financial Report.

(See Tab 4 of the August 2023 Board Package)

Mark Larson reported the following:

- On the Capital Report ES is still waiting on delivery of the security vehicles which has moved to October. The ES replacement voice recorder was ordered but not yet delivered.

- The Summit Club pool deck repair will be deferred; pool furniture is completed.
- Tennis court refurbishing is underway currently (Courts 1 and 4) with money from reserves, however the project exceeded the scope of the reserves, so the rest is coming out of new capital. Court 3 will be resurfaced in 2024.
- Irrigation upgrade (change controller heads) will be done in September and October.
- During the budget process for 2024, the reserve study projects for 2024 and any deferred items will be reviewed.
- Balance sheet – operating funds have been invested in 90-day Treasury bills beginning in August at 5.45%.
- Investments in the operating fund will mature in November providing the funds to pay for civil engineering and to order equipment to meet timelines on the Canyon Club project.
- The Income Statement has two areas with negative variance that will likely continue through the rest of the year – one being payroll taxes and the other being ES staffing levels.
- Income is expected to increase by about \$30,000 over budget and expenses will be under budget by about \$100,000 by year end for an expected positive variance of \$130,000.

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

XI. REVIEW OF BOARD DIRECTIVES

- Contact South Metro Fire Rescue, Douglas County and Dahl about fire risk of native grasses.
- Ask Metro about waterfowl at Village Lake.
- Remind residents to stop at stop signs at gates.
- Branches on street – can wait for Metro or take to Castle Rock at no charge.

XII. IMPORTANT MEETING DATES

- Next regular CPHA Board meeting is September 28, 8:00 a.m.
- Metro Board meeting is September 26, 9:30 a.m.
- Board working session on 2024 budget is scheduled for October 23.
- There will be a combined CPHA and Metro Board meeting, date to be determined.

XIII. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously voted to adjourn the August 2023 Board of Directors meeting at 10:23 a.m.

Respectfully Submitted by,

Linda Matthews
Executive Assistant/Design Review Administrator