

Castle Pines Homes Association Board of Directors

Meeting Minutes

Castle Pines Homes Association
688 W Happy Canyon Road Castle Rock, CO 80108

Thursday, September 28, 2023

8:00 a.m. – Regular Meeting

Attendance In-person or by Video Conference

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; Steve Camino, Emergency Services Administrator; Brianna Richmeier, Administrative Assistant; April Clendenin, Accountant; and Kevin Olsen, Compliance Coordinator. Facilities Manager, Nathan Nicholas.

OTHERS PRESENT: Metro District Manager, Josh Shackelford joined via video conference. Residents in person: Al Notary, Leanna Palmer and Linda Battin. Residents: Bill Aplin, Chris Braun, Roger Dadlani, Christopher Desmond, Pat Foley, Jay Gleason, Don Hansen, Cici Holbrook, Patty Kincaid, Lyn Krause, Jon Manchester, Victor Pluto and Diane Wieting joined via video conference.

EXCUSED: None.

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association September 28, 2023 Board meeting to order at 8:00 a.m. There were no modifications to the meeting 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 of the Association. Mr. Jacobsen requested that any attendee who is not a Member of the Association or an invited guest to please leave the meeting now. The Homes Association Governance Policy states that 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. APPOINTMENT OF BOARD MEMBER

Mr. Jacobsen stated that last month, we informed the members of the Association attending the Board meeting that AI Notary resigned from the Board because he sold his home in the Village. The Homes Association bylaws state that you must be a Member of the Association in good standing to be a Director on the Board. Mr. Notary and his wife were in the process of purchasing another home in the Village. That transaction was completed earlier this month.

Mr. Jacobsen moved to appoint AI Notary to the Board of Directors to complete the remainder of his elected term.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the appointment of AI Notary to the Board of Directors.

IV. CONSIDERATION OF AUGUST 2023 MEETING MINUTES

(See Tab #1 of the September Board Package)

Motion

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

V. PRESENTATION OF LIFE SAVING AWARD

Mr. Jacobsen presented the Life Saving Award to Officer Ben Daley. Officer Daley responded to the Summit Club pool on an allergic reaction caused by a bee sting. Officer Daley recognized that the patient was going into shock and was having difficulty breathing. He was able to treat and stabilize the patient until medical transport arrived. Mr. Jacobsen thanked officer Daley for his contribution to our community and presented him with the Village at Castle Pines Emergency Services Life Saving Award.

Mr. Jacobsen also recognized Officer Daley for recently completing the National Rifle Association Firearms Instructor course.

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

There were no homeowner requests at this time.

VII. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford presented the following:

- The Metropolitan District continues to restripe the roadways and requests that residents observe the road crew signs to avoid disrupting the wet paint. The project will be completed in a couple of weeks.
- The Metro District website is updated weekly with ongoing roadway projects and encourages residents to visit the website and sign up for weekly emails for up-to-date information on new and upcoming projects.
- The roadway resurfacing inside Gate 3 is completed. Mr. Shackelford thanked everyone for their patience as the project was completed.
- Winter is around the corner and the Metro District has begun preparing equipment for the first snowfall.
- Water consumption throughout the Village is far below the District's budget. The Metro District commends all the residents for their efforts in reducing water use.
- The fall brush pick-up begins next week. To find your street specific pick-up date, please visit www.castlepinesmetro.com.

VIII. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mr. Larson reported that we have two Committee candidates this month. Jim Markowsky and Dave Cooper.

Jim Markowsky has been a Village resident since 2018 and was nominated by the Emergency Services Committee.

Upon motion duly made and seconded the Board unanimously appointed Jim Markowsky to become a member of the Emergency Services Committee.

Motion

Dave Cooper has been a resident of the Village for many years and previously, was a member of the Forest Stewardship Committee. Mr. Cooper was also employed part-time as a Landscape Technician for the Association. Dave attended the last Forestry meeting and has expressed his interest in rejoining the Forest Stewardship Committee.

Motion

Upon motion duly made and seconded, the Board unanimously appointed Dave Cooper to become a member of the Forestry Committee.

B. Consideration of Village Communications Committee Guidelines

(See Tab #2 of the September Board Package)

Mr. Larson stated that this item was deferred from the August Board meeting to allow some modifications to the document. Mr. Skinner recommended that a revision be made stating that the website will be updated monthly instead of regularly as the document states. Mr. Cooper disagreed stating that if we have it written as monthly, we would not be able to follow the strict timetable. Mr. Larson commented that he would not receive regular monthly updates from the Committees and that the Association will expeditiously update the website as information is provided.

There was some debate as to whether the website's focus should be directed at marketing to those outside of the Village or internally, to provide resident specific information and documents. Mr. Jacobsen said that when the website was created, the goal was to provide online information for marketing to perspective buyers and provide information to the current homeowners. Mr. Larson stated that discussion on the Homes Association website will be a topic for discussion at a later date.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously voted to adopt the Village Communications Guidelines as presented.

C. Parks and Recreation Committee Capital Request

Project No 2023-013

(See Tab #3 of the September Board Package)

Mr. Larson reported that the remodeled Village Lake Fitness Center has been reopen for a little over a year. Recently, the Parks and Recreation Committee did an evaluation of equipment that is frequently used. Currently there is one Octane XT cross trainer in the Village Lake Fitness Center which experiences high use resulting in wait times for residents. The Capital Request is to purchase an additional Octane XT-One cross trainer. The new piece of equipment would replace two of the Stages bikes which will be stored for possible future use.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the Capital Request Project No. 2023-013 to purchase an Octane XT-One Base Console and Apple Gym Kit with new capital funds in the amount of \$7,104.98.

IX. INFORMATION/DIRECTION

A. Marketing Committee Presentation

(See attached handout of slides)

J.C. Heinen, Chairperson of the Marketing Committee, Tina Singer, and Jen Perry, Marketing Committee Members presented the following information to the Board:

- The Marketing Committee sent out a Realtor Survey for July and August. The last survey to the realtors sent out was in 2021.
- This survey was sent to 700 realtors. 34 realtors responded and of those 90% are actively selling in the Village.
- The 2023 survey revealed the most favored benefits of the Village include: staffed gates, amenities, open space and mountain views, Emergency Services, and quality homes.
- The survey also revealed some concerns clients have shared with their realtors. These include Village accessibility, low inventory and high prices, parking restrictions and that the Village is not a dog friendly community due to the no fence policy.
- There has been confusion on the MLS with the Village's legal name after rebranding. Many realtors still list properties as being in Castle Pines Village. Jen Perry will reach out to the Colorado Association of Realtors for guidance.
- The Marketing Committee will advertise the BMW Tournament in the Village. Ms. Ingraham recommended that we look at advertising in national golf magazines.
- In 2023 the Committee asked the realtors which neighborhoods were competitive with the Village. The responses were Colorado Golf Club, Ravena, Cherry Hills Village, The Timbers, Castle Pines, Heritage Hill and Greenwood Village.
- There will be a comparative analysis done in 2024 with other comparable properties in Colorado to include assessment fees, gates, staffing and emergency services.
- The Board of Directors thanked the Committee for their hard work and great analytics.

X. MANAGEMENT REPORTS

A. General Manager – Mark Larson

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

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

- Coffee with the Manager is scheduled for October 16 at 6:30 pm. The topics will be the 2024 draft Homes Association budget, and a presentation by Erin Kane, Superintendent of Douglas County School District.
- The Canyon Club and Summit Club pools are closed for the season. The pools operated smoothly throughout the summer.
- The Fitness Center pool will remain open until December 3.
- Mr. Larson contacted the Metro District regarding any changes to the water in Village Lake that may be causing the absence of waterfowl. The Metro District did not make any changes.
- The issues with noxious weeds are down dramatically due to the growth of the native grasses.
- The BMW Tournament will commence on August 19, 2024. The Wildcat Corner will be used as an Emergency Response Command Center.
- The Holiday Tree Lighting will be returning to the Fitness Center this year and held on Saturday, December 2 from 3:00 pm to 6:00 pm.
- The Association will be sponsoring carriage rides for the Village Shops Santa in the Pines earlier that same day.

B. Emergency Services – Steve Camino

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

Mr. Camino, Emergency Services Administrator reported the following:

- ES performed 595 vacation checks in August.
- ES Officers responded to 467 incidents with 8 medical events and 11 other agency assists.
- There were 160,00 resident entries into the Village.
- Three Gate Officer and five patrol candidates are in various stages of the hiring process.
- The Emergency Services Pancake Breakfast will be held on Saturday, October 28 from 8:00 a.m. to 11:00 a.m. at the Castle Pines Homes Association. This is the 23rd annual Pancake Breakfast. Children and adults are encouraged to dress up in their Halloween costumes.

XI. FINANCIAL REPORT: AUGUST 2023

General Manager Mark Larson presented the August 2023 Financial Report.

(See Tab 5 of the September 2023 Board Package)

Mr. Larson reported the following:

- Expenditures for 2023 are projected to be approximately \$63,000 below budget and revenue is projected to be \$50,000 above budget.
- Resident Bill Aplin requested information on the expense to keep the pool open until December 3 and specifically the price per resident to use the pool. Mr. Larson said that this evaluation is ongoing, and more information will be available at a later date.
- Mr. Larson stated the work on the 2024 Homes Association budget is ongoing. The draft budget will be discussed at the Coffee with the Manager on October 16 at 6:30 p.m.

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

XII. REVIEW OF BOARD DIRECTIVES

- Have the water tested at Village Lake.
- Reinforce policy to Gate Officers about not opening gates for residents, allowing the transponder to open the gates.
- Ensure maps are being offered at the gates to realtors.
- Continue to remind residents in the Village Weekly to obey stop signs in the Village and at the Village entry gates.
- Schedule a Board working session to discuss the Homes Association website.

XIII. IMPORTANT MEETING DATES

- Next regular CPHA Board meeting is October 26, 8:00 a.m.
- The Emergency Services Pancake Breakfast is October 28, 8:00 am.
- The Metro Board meeting is October 31, 9:30 a.m.
- The Board working session on the 2024 budget is scheduled for October 23.

ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the September 2023 Board of Directors meeting at 10:28 a.m.

Respectfully Submitted by,

Brianna Richmeier
Administrative Assistant