

The 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, October 26, 2023

8:00 a.m.

ATTENDEES: Directors – Frank Jacobsen, President; Chuck Skinner, Treasurer; Wendy Ingraham, Secretary and AI 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 and Brianna Richmeier, Administrator joined via video conference.

OTHERS PRESENT: Metro District Manager, Josh Shackelford joined via video conference. Residents in person: Joe Gemperline and Matt Humphrey. Residents via video conference, Don Hansen, Cici Holbrook, Patty Kincaid, Cynthia Kristensen, Steven Lindauer, Jon Manchester, Victor Pluto, Steven Stotz, Michael Vernon and Carol McBride.

EXCUSED: Doug Cooper, Vice President

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association October 26, 2023 Board meeting to order at 8:00 a.m. and noted the following, all Board members are in attendance except Doug Cooper, who is out of town. There were no modifications to the meeting agenda.

II. CONFLICT OF INTEREST DISCLOSURE

Mr. 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. If you are not a Member of the Association or an invited guest, please leave the meeting now. Under the Homes Association Governance Policy, no recording or videos of these meetings is permitted except by the Association.

Mr. 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 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.

Mr. Jacobsen proposed the following resolution:

We, the Castle Pines Homes Association Board of Directors, and Mark Larson, our General Manager, would like to propose a Resolution that Len Jacob be named Honored Volunteer. Len passed away on October 6, 2023. He served on the Emergency Services Committee, created the Budget and Capital Reporting Processes, and maintained those systems while serving on the Long Range Planning and Finance Committee until his passing. In addition, Len served several terms on the Board of Directors, including the presidency. He was instrumental in approving the Marketing Committee and the rebranding of the Village. Len served the Village as a volunteer for 23 continuous years. More importantly, Len Jacob was a friend, mentor and servant dedicated to our community. His accomplishments will be long remembered as a benchmark for all of us working to serve the Village. Len will be difficult to replace, but those of us who knew him and worked with him will remain grateful we had the opportunity to know him.

Motion

The Board upon motion duly made and seconded unanimously approved the Resolution naming Len Jacob Honored Volunteer.

III. CONSIDERATION OF SEPTEMBER 2023 MEETING MINUTES

(See Tab #1 of the October Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board approved the September 28, 2023 Board of Directors meeting minutes as amended.

IV. HOMEOWNERS COMMENTS REQUEST: Items not on the Agenda

Don Hansen commented on yard waste such as needles and leaves and asked how to dispose of them. Mark Larson responded that the Association had an individual that was interested in picking up the compost, however after viewing the Village and size of the project the contractor decided he was unable to do the work and backed away from the project. Mr. Larson stated that the Association will bring in four 30-yard dumpsters next weekend for yard waste with details released in the Village Weekly.

Joe Gemperline stated he filed a letter of appeal with the Board regarding decisions made by the Design Review Committee (DRC) on a home under construction next door to him. Mr. Gemperline expressed his concern about colors and materials used on the home, changes made to the home during construction, and trees that died during construction of the home and would like the Board to review the decisions made by the DRC. Mr. Larson responded that the DRC operates independent of the Board as defined in the Declaration. Mr. Larson further stated that the Board is preparing a response letter to Mr. Gemperline and the letter would be mailed to him today.

V. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford presented the following:

- Roadwork in the Village has been completed for the year. Metro continues to work with the contractor to complete a couple of warranty issues. Mr. Shackelford thanked the residents for their patience while the project was completed.
- Metro is working through the budgeting process for next year. The proposed budget will be published on the Metro website on November 17.
- Installation of pumps and motors for the three new wells has begun. Landscaping will be completed around the wells next spring.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

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

VII. INFORMATION/DIRECTION

A. Crown Castle Fiber Installation Update

Mr. Jacobsen reported the following:

The Association has been working with Crown Castle to build and maintain a cellular network in the Village. The project has slowed down because of the difficulty Crown Castle is having in getting the network providers to commit to being on the network. To reduce costs, Crown Castle proposed to use a construction process called Rapid Connect for installation of fiber. The process is done by making a $\frac{3}{4}$ inch deep, one inch wide cut in our trails or streets. We explained the trails are too unstable and

require too much annual maintenance to work effectively. With the street work planned in the Village over the next five years, the Metro District felt it was not a workable solution. More importantly, with Rapid Connect, the Association would lose the 24 strands of fiber committed to us in the original agreement. Crown Castle is still working through other options for the Association to consider. The community will be updated as information becomes available.

B. 2024 Budget Preparation Update

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

- The 2024 Association Proposed Budget used several assumptions.
 - Capital
 - New capital project as proposed for the 2024 renovation and improvement at the Canyon Club will start in early spring 2024.
 - Reserve Funding will be as recommended in the current Reserve Study.
 - Revenue
 - The number of alternative lots will increase by 17 by mid-year.
 - No additional custom lots are expected in 2024.
 - The assessment levels will remain unchanged; \$400 monthly for custom lots and \$300 monthly for alternative lots.
 - Labor
 - Four part time attendants employed at the Village Lake Fitness Center.
 - Emergency Services will average 36 officers.
 - The administration has five full time employees, two part time employees and one seasonal part time employee.
 - Cost of living increases plus performance increases
 - 6.85% increase for health care premiums.
- Operations
 - Increase in insurance rates, ACH processing fees, and income tax on interest income.
- Review of the budget and providing the community information on the budget will be accomplished through applicable operating committees, Long Range Planning and Finance Committee, Coffee with the Manager event, and Board of Directors working session.
- Budget presentation and approval – the budget will be presented for consideration at the November Board of Directors meeting, the budget will be included in the Annual Meeting Package in February and presented at the Annual Meeting of the Members in early March 2024

C. Forest Management Update

Mr. Olsen showed slides (see attached handout of slides) and presented the following information:

- The Forest Health Study Community meeting was held on October 17, via video conference.
- Presenters included Bjorn Dahl and Lyle Laverty from Dahl Environmental Services and Mr. Larson and Mr. Olsen from the Association.
- 76 residents were in attendance via video conference.
- Topics covered included types of vegetation native to our area, locations that need to be addressed in the coming years, and what homeowners can do to protect the trees on their property.
- The 2024 Forest Plan has two project areas on the north side and two areas on the south side with work beginning in January 2024.
- The Village does not have an infestation of Mountain Pine beetle. A small pocket of Mountain Pine beetle was identified, and the trees were removed promptly.
- The study was funded by the Association and Metro District.

The residents in attendance were given the opportunity to ask questions.

D. Trail Maintenance Project Update

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

- The Village Trail system has about 13 miles of trails throughout the Village made up of a combination of asphalt, concrete, and unpaved nature trails.
- The recent work on the trails included repairs of drainage on Castle Pines Drive North near Lost Elk Loop, replacement of the trail on Country Club Parkway following new home construction, repair of large cracks on the trail near the Summit Club, and installation of a crushed gravel trail to Tennis Court 5.
- 2024 trail projects will include resurfacing approximately six miles of asphalt trails.

VIII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

(See Tab #2 of the October 2023 Board Package)

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

- Frank Jacobsen, Matt Wortsman and Mark Larson attended a meeting at the Golf Club on the BMW Tournament yesterday.
- There will be very little parking within the community. The Golf Club owns 75 acres on Daniels Park Road and people will be shuttled.
- Cielo will be the headquarters for all volunteers. The Wildcat Corner will be the emergency operations center.
- The Association will have a community event at the Canyon Club, to include a BBQ on Saturday and Sunday and a concert on Friday evening.
- The Tournament will be held the third week of August. There will be discounted tickets for sale starting in November. Residents are limited to four discounted tickets per day using a special code. If you would like to purchase tickets, be sure to buy them as soon as they become available as there will be a cap on ticket sales.
- Volunteer information will be published next week explaining how to sign up to become a volunteer. The Village has been given priority for 300 volunteer spots. The fee to volunteer is \$215 which includes a list of items such as Peter Millar golf shirts, outerwear, a branded bag, volunteer ticket discount, a volunteer credential (valid for ground entry all week) and food and beverages on the days you work. Volunteers should plan on a minimum of three shifts (4 - 5 hours each).
- House rental information has not been released.

B. Emergency Services – Matt Wortsman

(See Tab #2 of the October 2023 Board Package)

Matt Wortsman, Chief of Emergency Services reported the following:

- There were 478 incidents in the month of September with 21 medical events.
- There were 139,000 resident entries into the Village and close to 40,000 visitors were processed at staffed gates.
- There were 4,000 Village Lake Fitness Center entries.
- Staffing is presently at 34 with a new Patrol/EMT that started last week and two officers in the hiring process.
- Traffic enforcement – 152 total citations issued.

IX. FINANCIAL REPORT: SEPTEMBER 2023

General Manager Mark Larson presented the September 2023 Financial Report.

(See Tab 3 of the October 2023 Board Package)

Mark Larson reported the following:

- The Capital Projection report shows the status of capital projects and what has been spent.
- The security vehicle is yet to be replaced and with the shortage of vehicles, there may not be a vehicle available until 2025. The police interceptor model is built to do what ES does. The special vehicle has a beefed-up electrical system and seats along with an easy to clean interior.
- Trail maintenance was performed on Castle Pines Drive North leaving about \$116,000 for next year in addition to what has been allocated for 2024.
- Actual Budget Projected – running a slight positive variance in revenue due primarily to interest received. Will see a \$36,000 positive variance overall with our increase in revenue.
- You are invited to attend the November Board meeting when the 2024 budget will be presented for consideration.

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

XI. REVIEW OF BOARD DIRECTIVES

- Knox Box and backflow reminders
- Watch for volunteer information for the BMW Tournament to come next week.
- Send notice as we get close to BMW ticket sales.
- Final process for the Canyon Club project next month.

XII. IMPORTANT MEETING DATES

- Next regular CPHA Board meeting is November 16, 8:00 a.m.
- The Metro Board meeting is next Tuesday, October 31.
- The ES Pancake Breakfast is this Saturday.
- The Tree Lighting event is December 2 at 3:00 p.m. at the VLFC.

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the October 2023 Board of Directors meeting at 10:07 a.m.

Respectfully Submitted by,

Linda Matthews
Executive Assistant/Design Review Administrator