

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, November 16, 2023

8:00 a.m. – Regular Meeting

ATTENDEES: Directors – Frank Jacobsen, President; Doug Cooper, Vice 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; April Clendenin, Accountant, and Kevin Olsen, Compliance Coordinator.

OTHERS PRESENT: Metro District Manager, Josh Shackelford joined via video conference. Ben Barella, Haselden Pre Construction Manager attended in person. Residents via video conference: Steve Gosselin, Don Hansen, Cici Holbrook, James Huffman, Sharon Hulse, Patty Kincaid, Bradley Larsen, Jon Manchester, Jim Paulson, Vic Pluto, Michael Vernon, Diane Wieting, Scott Wieting, Kristen Olsen, Barb Carrio, Denise Henderson, Lyn Krause, Pat Foley, Allison McCallen, and Albert Lindeman.

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association November 16, 2023 Board meeting to order at 8:00 a.m.. 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 only. 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 are 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.

III. OCTOBER 2023 MEETING MINUTES

(See Tab #1 of the November Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the October 26, 2023 Board of Directors meeting minutes as amended.

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

Mark Larsen stated the Annual Tree Lighting Event will be held at the Village Lake Fitness Center on Saturday, December 2, 3:00 p.m. to 6:00 p.m. Parking is at the Canyon Club with transportation to the Fitness Center by horse drawn wagon and vans. There will be a drawing for the child to light the tree. Come enjoy appetizers, hot chocolate, and cider. Santa and the Grinch will be there!

Don Hansen asked if there are more dumpsters coming this season for yard waste. Mr. Larson responded that he would look into this for the first part of December.

V. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford presented the following:

- Metro is working through the budgeting process for next year. The Metro budget will be released on November 28.
- Three wells will be completed with pumps and motors. The equipment will arrive in December.
- New fencing around the Mirage well is to go up in spring.
- The roadway project is finished for the year. Metro thanks the residents for their cooperation.

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 the Homes Association 2024 Budget

(See Tab #2 of the November Board Package)

Mark Larson presented a series of slides (see attached handout of slides) and reported the following:

2024 Proposed Homes Association Budget – Total Revenue is just over \$8.7M. Reserve funding is \$1.125M. Operating Revenue is \$7.6M. Expenses are \$7M. Proposed New Capital is \$2.2M. Assessments remain the same as this year; \$400 for Custom Lots and \$300 for Alternative Lots.

Budget Comparison 2023 to 2024 – Total labor and operations increase 6% due to cost of living, merit increases, increased insurance rates, additional ACH processing fees and the BMW Championship homeowner event.

Budget Highlights – Reserve funding per the Reserve Study, \$1.125M. Funds for Forest Health Enhancement projects, \$100K. Extended Pool Operation, Canyon Club open weekends through September and Fitness Center pool and spa open through November. Resident events throughout the year include the BMW Championship Golf Tournament, Fourth of July, Music in the Park, Movie in the Park, and Holiday Tree Lighting.

How assessment dollars are spent – ES Labor and Operations – 37%, Administration and Building – 16%, Proposed New Capital – 24%, Parks and Recreation (including events) – 10%, Village Landscape and Maintenance – 5%. Waste Management – 3%.

Assessments are established to allow the Association to maintain services and operations, maintain adequate reserves and adequate funds for enhancement. Assessments also protect property values, keep the Village competitive and maintain and improve signature amenities.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously adopted the 2024 budget as presented.

C. Consideration of Engagement Letter: The Adams Group LLC

(See Tab #3 of the November Board Package)

April Clendenin, CPHA Accountant stated the Adams Group is the firm the Association used for the audit the past two years. Ms. Clendenin says she has confidence in the Adams Group and suggests the Association engage them for the 2023 Homes Association audit.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the engagement as proposed in the engagement letter of The Adams Group, LLC for the 2023 Homes Association audit.

D. Approval of Annual Meeting of the Members Date/Location

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

- The Homes Association governing documents require the Annual Meeting of the Members be held within the first 90 days of the calendar year.
- Proposed date and location are Monday, March 4, 2024, at Cielo at Castle Pines.
6:00 p.m. to 7:00 p.m. - social and informational stations
7:00 p.m. to 8:30 p.m. – business meeting

Motion Upon motion duly made and seconded, the Board unanimously approved the proposed date and location of the 2024 Annual Meeting of the Members on Monday, March 4, 2024, at Cielo at Castle Pines.

E. Appointment of Board Election Nominating Committee

Mr. Larson reported that in accordance with the governing documents of the Homes Association, the Board of Directors is required to appoint a Nominating Committee for the Board of Directors election. The task of the Nominating Committee is to review the qualifications of interested candidates for the open Board position(s) and to make recommendations to the Board of Directors on potential candidates for inclusion on the election ballot. Mr. Larson added that historically the Nominating Committee has consisted of Board members whose seats are not up for election; if the same were to apply this year, the Nominating Committee would include Frank Jacobsen, Doug Cooper and Al Notary.

Motion Upon motion duly made and seconded, the Board unanimously appointed Directors Frank Jacobsen, Doug Cooper and Al Notary to the Nominating Committee.

F. Consideration of Haselden Canyon Club Enhancement Contract

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

Mr. Larson introduced Ben Barella, Haselden Construction, LLC Pre Construction Manager for the Canyon Club enhancement project. The request is for Board approval to enter into contract with Haselden Construction for the completion of Phase I of the Canyon Club Enhancement Project. This is a \$2,118,636 proposal including contract contingencies. The pool is to be installed by Colorado Hardscapes. The contract engagement is contingent on final review by Doug Cooper and contract modifications as requested.

Motion Following discussion and upon motion duly made and seconded, the Board unanimously approved (a) a contract with Haselden Construction, LLC for construction of Phase I of the improvements to the Canyon Club pool facility and certain preparatory work for Phase II of the project, in form and substance approved by Mark Larson, the General Manager, and Douglas Cooper, Vice President of the Association, (b) execution of the approved contract by any officer of the Association on behalf of the Association, and (c) the expenditure of up to \$2,118,636 from new and reserve capital pursuant to the approved contract.

G. Consideration of Canyon Club Enhancement Capital Request
(See Tab 4 of the November Board Package)

Mark Larson presented slides (see attached handout of slides) and reported the following:

- This Capital Request is Project 2023-015: Kiddie Pool Replacement and Enhancement.
- Two Phase Project – 2024 removal and replacement/enhancement of current kiddie pool. 2025 removal and replacement/enhancement of large pool slide and installation of interactive features in large pool deep area.
- Anticipated project cost for both phases is \$2.8M.
- The funding for this project is a combination of new capital and reserve funding.
- This request is for the release of not to exceed \$300K from new capital to order and receive long lead-time items to allow construction to begin on phase of the project in February 2024 for a completion date in early August 2024.

Motion Following discussion and upon motion duly made and seconded, the Board unanimously approved Capital Request No 2023-015 to release up to \$300K from new capital to order and receive long lead-time items once the Haselden contract is executed for up to \$2,118,636.

H. Consideration of Supplemental ES Capital Request
(See Tab 5 of the November Board Package)

Matt Worstman presented the following (see attached handout of slides) :

- This Capital Request is Project 2023-011: Vehicle Replacement supplemental request for \$15,230.
- New emergency vehicles are very difficult to locate; a replacement vehicle has been on order for nearly a year.
- Emergency Services located a vehicle in the local area however the vehicle is black in color.
- CPES uses white vehicles to differentiate from the black patrol vehicles used by Colorado Sheriff's departments.
- The original request was approved for \$44,775 in April 2023. The supplemental request is for an additional \$15,230 which includes painting the vehicle white and outfitting it with emergency equipment and decals.

Motion

Following discussion and upon motion duly made and seconded, the Board unanimously approved Capital Request No 2023-011 supplemental in the amount of \$15,230 for the purchase of a black 2023 Ford Police Interceptor outfitted with emergency equipment and decals and painted white.

VII. INFORMATION/DIRECTION

Mark Larson presented slides (see attached handout of slides) and reported the following:

A. Annual Meeting of the Members Timeline

- October 2023 – Notice for candidates in Village Reporter and Village Weekly.
- November 2023 – Select date/location for the Annual Meeting of the Members and select Nominating Committee.
- December 2023 – Receive candidate information. Meeting of the Nominating Committee. Award contract for conducting election.
- January 2024 – Village Reporter Interviews candidates.
- February 2024 – Meet the Candidate Event, February 7. Village Reporter candidate publication. Mail Annual Packages.
- March 2024 – Annual Meeting of the Members, Monday, March 4.

B. 2024 BMW Championship Update

Mark Larson presented slides (see attached handout of slides) and reported the following:

The BMW Championship Golf Tournament

- Castle Pines Golf Club, August 20 – August 25
- Top 50 golfers competing for the FedEx Championship

Resident Ticket Offer

- Released November 17 via Special Edition of Village Weekly.
- Tickets Available to The Village at Castle Pines Residents
 - Tuesday and Wednesday - Resident Price \$25 per ticket per day (limit 4 tickets per day per household. Regular Price ~\$30 per ticket per day.
 - Thursday and Friday - Resident Price \$75 per ticket per day (limit 4 tickets per day per household). Regular Price ~\$90 per ticket per day.
 - Friday and Saturday – Resident Price \$75 per ticket per day (limit 4 tickets per day per household) Regular Price ~\$95 per ticket per day.
- Resident ticket prices will be honored throughout the ticket sales period, however there are a limited number of tickets available for the Tournament.
- Resident tickets will be distributed closer to the event; additional information on delivery will be provided.
- Resident Ticket Prices are limited – 4 tickets per day per household. All orders will be reviewed and verified for residency status.
- Children 15 and under can receive a free grounds pass with a ticketed adult.
- Military personnel will be provided with free grounds pass – active duty, retirees and veterans (identification required.)
- Some residents have received other offers – volunteers and BMW vehicle owners.
- For ticket questions – contact the WGA via email or phone number listed in link to tickets.
- Volunteers receive one pass good for the entire week but must purchase any additional tickets. Residents must have a ticket to enter the tournament.
- Parking and shuttle service – there will be shuttles for residents to the Canyon Club resident tent. Shuttle locations for residents are yet to be determined. Parking will be free.
- Happy Canyon Road between the two roundabouts will be closed. Access to Gates 3 and 4 will be off Santa Fe and Gates 1 and 2 will come down Happy Canyon Road.

VIII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

(See Tab #6 of the November 2023 Board Package)

Mark Larson reported the following:

- The Village Lake Fitness Center pool will close on December 3. The new boiler recently installed is doing a good job, running efficiently.
- Next Thursday is Thanksgiving. The CPHA will be closed Thursday and Friday. Gates 2, 3, 4, and 5 will be staffed Thanksgiving Day from 9 a.m. to 9 p.m. Gate 1 will be staffed as usual, 24/7.
- Mr. Larson will give a report on the usage of the VLFC pool during the extended days and a cost/benefit projection in January.
- Mr. Larson is going on vacation starting November 17 and will return on December 18.
- Volunteer information on the BMW Tournament went out to residents for the first 300 slots. The WGA says those slots were filled in a matter of hours. Over 2,000 volunteers are needed and they are booked. Residents can get on a waiting list to volunteer.

B. Emergency Services – Matt Wortsman

(See Tab #6 of the November 2023 Board Package)

Matt Wortsman, Chief of Emergency Services reported the following:

- There were 629 Vacation Check Requests in October.
- There were 9 medical events, and 12 other agency assists.
- Staffing is 37. A new hire started this week with two others in the process.
- Ben Daley was promoted to Sergeant.
- Gates strikes are down year over year.
- Moving Violations were at 107 with 15 of those being failure to stop at stop signs.
- 47 NOVs were issued for parking violations.
- The Pancake Breakfast was successful with over 300 people attending. The weather kept attendance down with snow and cold temperatures.

IX. FINANCIAL REPORT: OCTOBER 2023

General Manager Mark Larson presented the October 2023 Financial Report.

(See Tab 3 of the November 2023 Board Package)

Mark Larson reported the following:

- 2023 Capital Projection - getting near the end of the fiscal year, most items were completed.
- Actual Budget Projected – positive variance in revenue of \$27,000, Overall, \$33,000 positive variance at end of year.

- Accounts receivable total \$23,521, the lowest it has been in a long while. The highest point was \$149,000. Auto pay is good for residents and the Association.
- April Clendenin and Kevin Olsen have done a great job working to keep accounts receivable numbers down.

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

XI. REVIEW OF BOARD DIRECTIVES

- Complete Haselden agreement.

XII. IMPORTANT MEETING DATES

- Next regular CPHA Board meeting is December 21, 8:00 a.m.

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the November 2023 Board of Directors meeting at 10:39 a.m.

Respectfully Submitted by,

Linda Matthews
Executive Assistant/Design Review Administrator