

# 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, December 21, 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 and CPHA Facilities Manager joined via video conference. Residents via video conference: Christopher Desmond, Don Hansen, Cici Holbrook, Gerry Hughes, Sharon Hulse, Jake Jacobs, Lynn Krause, Cindy Kristensen, Jon Manchester, Bryan Reese, and Michael Vernon.

**EXCUSED:** None

### **I. CALL TO ORDER / MODIFICATION OF AGENDA**

Frank Jacobsen called the Castle Pines Homes Association December 21, 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. 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 audio or video recordings 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.

Mark Larson invited Brianna Richmeier into the meeting to recognize Ms. Richmeier and CPHA staff for the great event Ms. Richmeier coordinated, the Tree Lighting event at the Village Lake Fitness Center. Mr. Larson stated the event was well attended, and the staff did a great job.

### **III. NOVEMBER 2023 MEETING MINUTES**

*(See Tab #1 of the December Board Package)*

## **Motion**

**Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the November 16, 2023 Board of Directors meeting minutes as amended.**

### **IV. EMERGENCY SERVICES OFFICER OF THE QUARTER**

Frank Jacobsen introduced Patrol Officer Chris Dierker as the Emergency Services Officer of the Quarter stating Chris grew up in Denver and attended Thomas Jefferson High School and the University of Colorado Boulder. Chris started with Emergency Services in July 2023 and quickly became a favorite of his co-workers for his loyalty and positive attitude. Mr. Jacobsen thanked Officer Dierker for his service and commitment to the community.

### **V. HOMEOWNERS REQUEST TO BE HEARD: Items not on the Agenda**

There were no homeowner requests at this time.

### **VI. LIAISON REPORTS**

#### **A. Metropolitan District – Josh Shackelford**

District Manager Josh Shackelford presented the following:

- The water treatment plant rehabilitation project is proceeding. An engineer has been hired and survey work is being completed. The design work should be complete in the next two months.
- The three new water wells now have their pumps and motors installed, and the project is very close to wrapping up.
- New fencing and landscaping at the Mirage water well to be installed next spring.

## VII. ACTION ITEMS

### A. Nominations for Homes Association Committee Membership

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

### B. Report from the Board Election Nominating Committee

The Nominating Committee includes Board members, Doug Cooper, Chairperson; Frank Jacobsen; and Al Notary. Mr. Cooper, Chairperson of the Committee stated that the Board received interest and resumes from three candidates for the two open Board seats from:

Wendy Ingraham  
Keira Mitchell  
Chuck Skinner

The Nominating Committee has reviewed the three submissions and found them to be qualified candidates.

### **Motion**

**Following discussion by the Board and upon motion duly made and seconded, the Board unanimously accepted the three candidates as submitted by the Nominating Committee for the two open Board seats for the 2024 election of the Board of Directors. (Board candidates and current directors Wendy Ingraham and Chuck Skinner abstained from the vote.)**

### C. Proposed 2024 Board of Directors Meeting Dates

*(See Tab #2 of the December Board Package)*

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

- The Board of Directors meets monthly on the fourth Thursday of the month at the Castle Pines Homes Association conference room, (subject to National Holidays.)
- 7:00 a.m. – Executive Session (not open to the public).
- 8:00 a.m. – General Meeting – in person and via video conference, open to Members of Association.
- Three months in 2024 have modified dates for the Board Meeting. The August meeting will be held on the fifth Thursday of the month due to the BMW Championship Golf Tournament. The November and December meetings will be held the third Thursday of the month due to the National Holidays.

- The Board Agenda is sent out in the Village Weekly email the Friday before the meeting and the Board packet containing the agenda is sent out in the Village Weekly the Tuesday before the meeting.

**Motion**

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the Board meeting dates for 2024 as presented in the Board package.

**D. Bank Resolution**

*(See Tab 3 of the December Board Package)*

Mark Larson reported the following:

- The CPHA has three authorized check signers. Checks over \$25,000 require two signatures.
- Len Jacob was an authorized signer but recently passed away.
- Al Notary was added as a signer to replace Len Jacob.
- The Bank Resolution is for Key Bank to authorize officers to open and close accounts and designate authorized Transaction Signers for accounts.
- The three authorized check signers are Mark Larson, Doug Cooper and Al Notary for our accounts at Key Bank and First Bank.
- Frank Jacobsen and Mark Larson are authorized representatives on the CPHA Charles Schwab accounts.

**Motion**

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

**VIII. INFORMATION/DIRECTION**

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

**A. Annual Meeting Timeline/Meeting Format**

- December 2023 – Received candidate information from three candidates.
- 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, in person and via Zoom video conference.
- The Annual Meeting will be held at Cielo at Castle Pines, 485 West Happy Canyon Road, Castle Rock Colorado 80108. The first hour, 6:00 p.m. to 7:00

p.m. will be information hour with representatives from a variety of organizations such as Douglas County Sheriff's Office, South Metro Fire Rescue, Douglas County Planning, BMW Golf Tournament, Emergency Services, Parks and Recreation Committee and more. A taco bar will be served.

- The Business Meeting will begin at 7:00 p.m. The election of Board Directors is part of the agenda. Voting takes place via proxy up until 4:00 p.m. the day of the election or by ballot at the meeting. There is no voting by Zoom video conference.

## **IX. MANAGEMENT REPORTS**

### **A. General Manager – Mark Larson**

*(See Tab #4 of the December 2023 Board Package)*

Mark Larson reported the following:

- Holiday Hours – the CPHA office will be closed on Monday, December 25 for Christmas and again on the following Monday, January 1 for New Year's Day.
- The Gates will be staffed on Christmas Day from 9:00 a.m. to 9:00 p.m. except Gate 1 which is staffed 24/7. Gates will be staffed normal hours on New Year's Day.
- Waste Management will be on a one day delay the week of Christmas and the week of New Year's Day with pick up on Thursday of each week.
- The Village Lake Fitness Center pool closed the first weekend of December. A breakdown of costs will be presented in the January meeting.
- The Haselden agreement has been completed and signed. The Canyon Club project has been submitted to Douglas County for permitting.
- The Forest Health evaluation identified four open space areas to work on in 2024: along I-25, Haskins Gulch behind Tony's Market and two areas on the north side. Nearby residents will be notified before work begins. Trees to be removed have already been marked.

### **B. Emergency Services – Matt Wortsman**

*(See Tab #4 of the December 2023 Board Package)*

Matt Wortsman, Chief of Emergency Services reported the following:

- Vacation check requests increase month over month with 478 in November.
- There were 40,260 visitors processed into the Village.
- There were 3,400 Village Lake Fitness Center entries which will drop now that the pool is closed.
- The current staffing is 34 officers with several candidates in the hiring process.

- Chris Dierker is about to begin EMT school.
- The new vehicle we purchased goes into the shop Dec. 4 for painting and then outfitting. The vehicle scheduled to be replaced should be decommissioned in mid to late January.

## **IX. FINANCIAL REPORT: NOVEMBER 2023**

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

Mark Larson reported the following:

- Capital Projection – next month will see the finalized Capital report for 2023 and 2024 capital projects.
- Receivables increased in November, however one account was resolved in the beginning of December.
- Balance Sheet – two Treasury Bills matured in November and were repurchased in December.

Wendy Ingraham thanked Ms. Clendenin, Mark Larson and the Finance Committee for their work on Village finances.

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

## **XI. REVIEW OF BOARD DIRECTIVES**

There were no Board Directives issued.

## **XII. IMPORTANT MEETING DATES/ADJOURNMENT**

- Next regular CPHA Board meeting is January 25, 8:00 a.m.

**Motion** Upon motion duly made and seconded, the Board unanimously voted to adjourn the December 2023 Board of Directors meeting at 9:12 a.m.

Respectfully Submitted by,

Linda Matthews  
Executive Assistant/Design Review Administrator