

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, January 25, 2024

8:00 a.m. – Regular Meeting

ATTENDEES: Directors – Frank Jacobsen, President (via video conference); 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; April Clendenin, Chief Financial Officer; Linda Matthews, Executive Assistant/Design Review Administrator; Kevin Olsen, Compliance Coordinator and via video conference, Nathan Nicolas, Facilities Manager.

OTHERS PRESENT: Residents in person; Melissa Gordon. Residents via video conference: Cara Sherwood, Cici Holbrook, Lyn Krause, Jon Manchester, Patty Kincaid, Ron Lambke, Don Hansen, Gerry Hughes, Michael Vernon,

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association January 25, 2024 Board meeting to order at 8:00 a.m. and thanked everyone for their attendance at the meeting. Mr. Jacobsen noted that Accountant April Clendenin was recently promoted to Chief Financial Officer of the Association. There were no modifications to the meeting agenda.

II. CONFLICT OF INTEREST DISCLOSURE

Mr. Jacobsen stated the following:

- The Conduct of Meeting Policy states that Board members must disclose any conflict of interest related to this month's agenda items. No conflicts were disclosed.
- 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.

III. DECEMBER 2023 MEETING MINUTES

(See Tab #1 of the January Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the December 21, 2023 Board of Directors meeting minutes as submitted.

IV. THANK YOU TO JOSH NOWAK, FORMER EMERGENCY SERVICES SERGEANT

Mark Larson introduced Josh Nowak and said Josh has been an Emergency Services employee for 13 years. Officer Nowak came to the CPHA as an Emergency Medical Technician and was hired as a dispatcher, became a Patrol Officer, and then promoted to Sergeant. In 2016 Officer Nowak earned the Life Saving Commendation for saving a life through the use of an Automatic External Defibrillator. Josh has left the CPHA to join the Bennet-Watkins Fire Rescue. Chuck Skinner presented Josh with a plaque honoring his service at the CPHA.

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

Mr. Shackelford was not in attendance; no report was provided.

VII. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported there are no nominations for Committee membership.

B. Update from the Board Election Nominating Committee

AI Notary of the Nominating Committee reported there were three candidates interested in running for the two Board of Director positions up for election. They included Wendy Ingraham, Keira Mitchell, and Chuck Skinner. On January 14, 2024 Keira Mitchell notified Mark Larson that she was withdrawing her candidacy.

There will be a Meet the Candidates event on February 7 in the Wildcat Corner. Wendy Ingraham will attend in person and Chuck Skinner will attend via video conference. Wine and appetizers will be served, and all residents are invited to attend.

Mark Larson reported that all voting documents have arrived. The Annual Meeting Package has voting information along with resident proxy forms and will be mailed to residents on Feb. 5, 2024. Mr. Larson encouraged all residents to attend the Annual Meeting on March 4, 2024.

C. Proposed 2024 Annual Meeting Agenda

(See Tab #2 of the December Board Package)

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

- The meeting will be held in person at Cielo at Castle Pines and via video conference.
- This year attendees will be seated at round tables. Dinner will be served downstairs and residents will come upstairs to eat at the tables.
- There will be information tables upstairs.
- The social/information hour will be held from 6:00 pm to 7:00 pm
- The business meeting begins at 7:00 pm which will include the Board election and a variety of presentations.

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the 2024 Annual Meeting Agenda as presented in the Board package.

VIII. INFORMATION/DIRECTION

A. Marketing Committee 2024 Plans

Marketing Committee Members: Chair, JC Heinen, Jen Perry, and Tina Singer.

The mission of the Marketing Committee is to promote a positive image to residents, potential residents, and external constituents of the Village at Castle Pines in a consistent manner through various forms of communication.

Marketing Committee 2023 Accomplishments:

- Supported the Village Shops through participation in the Tree Lighting and Santa in the Pines. Also updated the flyer for Village Shops and Restaurants.
- Communicated with realtors through regular realtor emails and Realtor Roundtable. Updated Village brochure and fact sheet.
- Print campaign – placed ads in Avid Lifestyle and Avid Golfer magazines. Included sponsorship at BMW and Wheels of Dreams golf tournaments.
- Social media – increased followers on Facebook and Instagram through engaging Village content and pictures.
- Website – enhanced website navigation and external content and increased overall traffic by 23%, with 57% coming from organic searches.

Marketing Committee 2024 Initiatives/Tactics

- Partner with realtors to ensure we positively impact real estate and property values within the Village.
- Develop a greater sense of community within the Village Shops and Restaurants and cultivate a relationship with the owner of the Village Shops.
- Print campaign and social media – increase awareness of the value of The Village at Castle Pines to external audiences. Budget to be focused on print ads around the BMW Championship as well as digital advertising.
- Website – continue to enhance and update the Village website with current content. Meet with all committees to review content and forms for new website.
- Prepare competitive analysis with like communities with draft neighborhood comparison chart.

The Board of Directors thanked the Committee members for their hard work and dedication to the Village.

B. Proposed Daniels Park Development

Mark Nickless, consultant to Maples, Inc., the owner of 55 acres on Daniels Park Road near the Village, presented a proposed plan to add nine two-acre lots to the property. There will be well and septic on each lot. Access will be off Daniels Park Road through a new entrance. The landowner lives in the existing house on the property. The Pretty Woman ranch will stay intact, though not open to the public except a couple of times a year.

C. BMW Championship Resident Event

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

- The BMW Championship Golf Tournament will be Monday, August 18 through Sunday, August 25, 2024.
- Event tickets are available now at reduced prices for resident purchase.
- All 2,000 tournament volunteer positions are filled.
- 120,000 spectators are expected.
- There will be an insert in the April issue of the Village Reporter on the Golf Tournament.
- Access on Happy Canyon Road is limited, residents will have a special hang tag for their cars.
- There will be a resident event tent at the Canyon Club courtesy of the WGA to seat 800 to 1000 people. The Tournament will be broadcast live in the tent.
- The WGA will provide 50 resident passes per day which will be available for short time use by residents.
- Parking at the Canyon Club will be limited. Shuttle busses will run throughout the community.
- Entrance to the Tournament is through the BMW VIP entrance.
- Wrist bands will be provided to residents for entrance to the resident tent, six per household.
- Resident events start Friday evening with Music in the Park, pay-as-you-go food trucks and complimentary ice cream.
- On Saturday, there will be a chicken, hamburger, and brat barbecue from 11:30 am to 2:30 pm.
- On Sunday, there will be a Santa Maria Barbecue served from 11:30 am to 2:30 pm.
- Vegetarian and gluten free options will be available each day.
- Volunteers are needed for shuttle drivers, event check in, control of Tournament passes, and distribution of resident event wrist bands.

D. Fitness Center Pool Extended Pool Season Recap

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

- The Village Lake Fitness Center (VLFC) is open seven days a week from 4:30 am to 10:00 pm year-round.

- The pool and hot tub are normally open from Memorial Day through Labor Day.
- The 2024 pool and hot tub operating season was extended from May 15 through December 3.
- Entries into the VLFC dropped in numbers from July through December.
- The costs to keep the pool and hot tub open included utilities, pool management and pool chemicals.
- The average cost per additional month is approximately \$7,241. At an estimated 80 users per month, the cost per user per month is \$90.50.
- The approved 2024 VLFC pool and hot tub season budget provides for the operational season from mid-May through December 7, 2024.

Doug Cooper stated he would like the staff to collect data on how many people are using the pool and hot tub to make an informed decision for 2025.

IX. MANAGEMENT REPORTS

A. General Manager – Mark Larson

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

Mark Larson reported the following:

The Canyon Club enhancement project is proceeding. The Site Improvement Plan was approved by Douglas County and the project has been submitted to the Building Department for permitting. The Haselden Superintendent is the same Superintendent that worked on the VLFC remodel. Construction is to begin in February. Equipment has been selected and ordered.

Chuck Skinner asked about the new gate operators. Mark Larson stated the Board would see a request next month for the operators. The idea is to standardize all the gate operators.

B. Emergency Services – Matt Wortsman

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

Matt Wortsman, Chief of Emergency Services reported the following:

- Officers conducted almost 800 Vacation Check Requests and handled 13 Medical Events.
- There were 135,000 resident entries and 38,700 visitors processed at staffed gates.
- Staffing is currently at 34. Dispatch is down one officer, and there are two Gate Officers in the hiring process.

- Currently two new Emergency Medical Technicians (EMT) are in training and one Patrol Officer has started EMT school.
- Spencer Crow was promoted to Corporal.
- The replacement patrol vehicle was painted and is now being outfitted with emergency equipment. The replaced vehicle is being decommissioned and will be sold.

X. FINANCIAL REPORT: DECEMBER 2023

General Manager Mark Larson presented the December 2023 Financial Report.
(See Tab 4 of the January 2024 Board Package)

Mark Larson reported the following:

- Capital Projection – there are two capital reports, 2023 capital completed and 2024 capital report with deferred projects at the end of the report.
- Recap of 2023 Budget, end of year. Revenue exceeded budget by about \$88,000. Interest Income was exceeded by \$35,000.
- Expenses exceeded budget by \$90,000, a 1.4% negative variance.
- Year end 2023 Operating Cash was \$1.55 million which was planned for the project at the Canyon Club. Year end 2023 Reserve cash was \$3.32 million – 84% funded to our reserve balance.
- Accounts Receivables are low, less than 1%.

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

XI. REVIEW OF BOARD DIRECTIVES/MEETING DATES/ADJOURN

Board Directives

- Work on establishing a resident BMW Championship Photo Contest.
- Consider how to collect more accurate data for use of VLFC pool.
- Work on establishing a media package for the BMW Championship.

Meeting Dates

- Coffee with the Manager – February 13, 6:30 to 8:00 pm
- Next Board Meeting – February 22

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the January 2024 Board of Directors meeting at 10:58 a.m.

Respectfully Submitted by,
Linda Matthews
Executive Assistant/Design Review Administrator