

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, February 22, 2024

ATTENDEES: Directors Frank Jacobsen, President; Doug Cooper, Vice President; Chuck Skinner, Treasurer (via video conference); Wendy Ingraham, Secretary; and Al Notary, Assistant Treasurer. Present from the CPHA staff; 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 Nicholas, Facilities Manager.

OTHERS PRESENT: Metro District Manager Josh Shackelford via video conference. Residents via video conference: Chris Braun, Steven Davies, Don Hansen, Cici Holbrook, Gerry Hughes, Sharon Hulse, Patty Kincaid, Bradley Larsen, Jon Manchester, Vic Pluto, Mike Vernon, and Lawrence Patzelt.

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association February 22, 2024 to order at 8:00 a.m. and thanked everyone for their attendance at the meeting.

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. JANUARY 2024 MEETING MINUTES

(See Tab #1 of the February 2024 Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the January 25, 2024 Board of Directors meeting minutes as amended.

IV. HOMEOWNERS REQUEST TO BE HEARD

Chris Braun addressed the Board regarding landscaping on Golf Club property inside Gate 3. Mr. Larson responded that the Castle Pines Golf Club is working with the County and the berm will be reseeded and trees will be planted.

V. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford reported the following:

- The new wells are in and undergoing final testing next week.
- New fencing construction around the Mirage well will begin in the next month or two and should be completed by June.
- Metro has started reviewing the roadway list for the 2024 roadway rehabilitation project.
- There will be no road construction for the two weeks surrounding the BMW Championship golf tournament.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported there are no nominations for Committee membership. Mr. Larson continued that the Committees vote on chairpersons in March.

B. Capital Requests

Mark Larson stated the Association has made some changes to the Capital Request form and the tracking numbering system. Each Capital Request is assigned a number that begins with the two-digit year, followed by the two-digit month and ending with a two-digit number that follows sequentially throughout the year. The revised numbering system allows for better tracking of projects to know which month during the year the project was considered and approved.

(See Tab #2 of the February Board Package)

Mark Larson showed slides (see attached handout of slides).

1) Emergency Services Gate Arm/Swing Gate/Loop Replacement

Matt Wortsman presented the following:

- This Capital Request is project No. 24-02-01 - Replacement of Gate Arm/Swing Gate Operators and Loops.
- This project will replace the gate operators for both the gate arm operators and the swing gate operators at each primary Village Access Control locations.
- Currently there are varying brands and models of gate controllers at Village access points. The mix presents a challenge in maintenance of the gate controllers, makes it difficult to establish a bench stock of replacement parts, and results in a different experience for the driver at different access points.
- The project will allow standardization of maintenance, establishment of an onsite bench stock for parts to reduce gate down time, standardized replacement schedule, and consistent gate operations at all locations.
- The replacement of gate loops from inground loops to above ground loops at all locations will make the loops more economical to install and maintain, eliminate the need to damage pavement for replacement and provide a loop that is less prone to failure.
- Total investment is \$248,820 (including 10% contingency). The amount identified in the Reserve Study for 2023, 2024 and 2025 totals \$231,340.

Motion Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-02-01 for \$248,820 (including 10% contingency) from Reserve funds to replace Gate Arm/Swing Gate Operators and Loops as presented.

2) Emergency Services Vehicle Replacement

Matt Wortsman reported the following:

- This Capital Request is project No. 24-02-02 - Replacement of Emergency Services Vehicles.
- This project will replace three Emergency Services vehicles because the vehicles are nearing their end of service life and will exceed 100,000 miles at the time of replacement.
- The plan is to replace the current Chevrolet Tahoe vehicles with Ford Police Interceptor vehicles. The Tahoe vehicles have not been reliable. The Ford Police Interceptors are equipped with upgraded electrical systems, industrial interior and some emergency lights pre-installed.
- The request is to have approval to place our request on the list for the vehicles which become available later in 2024. The requested amount is \$190,000 from 2023 and 2024 Reserve funds. A final Capital Request will be presented for approval when firm pricing is provided by the dealership.

Motion Upon motion duly made and seconded, the Board unanimously approved the Capital Request No. 24-02-02 for \$190,000 (not to exceed) from Reserve funds to purchase three Ford Police Interceptor vehicles with a final Capital Request to be submitted when firm pricing is provided.

3) Emergency Services Access Control Vehicle Readers

Matt Wortsman reported the following:

- This Capital Request is project No. 24-02-03 – Bench Stock of Two Access Control RFID Readers.
- This project will establish a bench stock for two RFID readers to reduce gate down time due to reader failure.
- Total investment is \$6,201 from 2024 Reserve funds.

Motion Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-02-03 for \$6,201 from Reserve funds to purchase two Access Control Vehicle Readers.

4) Summit Club Pool Resurface

Mark Larson reported the following:

- This Capital Request is project No. 24-02-04 – Resurface pool at the Summit Club.
- This project will resurface the shallow end of the Summit Club Pool.
- Because the Summit Club pool has a cover, only the shallow end needs resurfacing.

- Total investment is \$48,750 from 2024 Reserve funds.

Motion Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-02-04 for \$48,750 from Reserve funds to resurface the shallow end of the Summit Club pool.

5) Summit Club Pool Slide Replacement

Mark Larson reported the following:

- This Capital Request is project No. 24-02-05 – Pool Slide Replacement at the Summit Club.
- This project will replace the current pool slide at the Summit Club pool.
- Total investment is \$9,890 from 2024 Reserve funds.
- Funds for this project are in the Reserve Study for 2032. The proposal is to replace the current slide in 2024 with a like slide, maintain the funds in the Reserve Study for 2032 and at that time upgrade the slide along with the future upgrade of the Summit Club.

Motion Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-02-05 for \$9,890 from Reserve funds to replace the current pool slide at the Summit Club pool.

6) Fitness Center Pool Light Replacement

Mark Larson reported the following:

- This Capital Request is project No. 24-02-06 – Pool Light Replacement at the Village Lake Fitness Center pool.
- This project will replace the current in-pool lights with an LED light system.
- Total investment is \$11,274 (includes 10% contingency) from 2024 Reserve funds.
- This project is not reflected in the Reserve Study for 2024, however, it is an operational concern since the pool is open during dark hours and the pool lights are important for safe pool operations.

Motion Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-02-06 for \$11,274 from 2024 Reserve funds to replace the in-pool lights at the Village Lake Fitness Center pool.

7) Homes Association Flooring Replacement

Mark Larson reported the following:

- This Capital Request is project No. 24-02-07 – Flooring Replacement.
- This project will replace the flooring in the lower level of the Castle Pines Homes Association building in the Wildcat Corner, hallway, kitchen, and break room with LVT flooring.
- Total investment is \$13,040 (includes 10% contingency) from the 2022 Reserve funds.
- The use of the Wildcat Corner has increased and the carpet in the room is worn and stained from the increased traffic.

Motion Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-02-07 for \$13,040 in 2022 Reserve funds to replace the flooring in the lower level of the Homes Association building.

VII. INFORMATION/DIRECTION

A. Annual Meeting of Members Update

Mark Larson proposed a modification to the Annual Meeting of the Members agenda between the BMW Championship Presentation and the Forest Health Presentation. Mr. Larson added “2024 Homes Association Major Projects” and stated that the times have been adjusted to maintain the 9:00 pm adjournment. The revised agenda will be published in the Village Weekly.

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

- The Annual Meeting begins at 6:00 pm with the first hour to include socializing, a taco bar, and information tables.
- The business meeting begins at 7:00 pm with presentations on happenings in and around the Village. The Board of Directors election will be held during the business meeting.
- If residents wish to vote by proxy and have not already done so, the CPHA recommends depositing the proxy in the Proxy Box located at the Homes Association. If you mail the proxy now it may not be received on time to be counted. Your proxy must be received by 4:00 pm on Monday, March 4.

VIII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

(See Tab 3 of the February 2024 Board Package)

Mark Larson reported the following:

- The Coffee with the Manager held on February 13 had several attendees in person and by video conference. There were questions about the tournament. Duffy Solich of the Castle Pines Golf Club will give a presentation at the Annual Meeting of the Members.
- There will be a four-page pull-out insert in the March/April edition of the Village Reporter on the BMW Championship golf tournament. The insert will explain the process of how things will operate along with information about our events. There will be a page on frequently asked questions.

B. Emergency Services – Matt Wortsman

Matt Wortsman, Chief of Emergency Services reported the following:

- There were 852 Vacation Check Requests in January.
- Resident entries were at 126,000 which is up year over year.
- Over 34,000 visitors were processed at staffed gates.
- Staffing is currently at 36 with several in the hiring process.
- There were 43 traffic violations with one traffic accident.

IX. FINANCIAL REPORT: JANUARY 2024

General Manager Mark Larson presented the January 2024 Financial Report.

(See Tab #4 of the February 2024 Board Package)

Mark Larson reported the following:

- Deferred projects – VLFC hot water heater was replaced during renovation. New Reserve study to be completed in 2025 or 2026.
- Balance Sheet – Reserve fund is just short of \$3.4 M; 86% funded.
- Accounts Receivable - April Clendenin and Kevin Olsen have worked on accounts receivable keeping accounts receivable under 1%.

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the January 2024 Financial Report as presented.

X. REVIEW OF BOARD DIRECTIVES

- Review asset tracking and funding.

XI. IMPORTANT MEETING DATES/ADJOURNMENT

Annual Meeting of the Members – March 4

Board of Directors Meeting – March 28

Easter Egg Hunt – March 23

XII. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the February 2024 Board of Directors meeting at 9:40 am.

Respectfully Submitted by,

Linda Matthews

Executive Assistant/Design Review Administrator