

# 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, March 28, 2024**

**ATTENDEES:** Directors Frank Jacobsen, President; Doug Cooper, Vice President; Chuck Skinner, Treasurer, 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: Steven Davies, Daniel Fox, Cici Holbrook, Patty Kincaid, Jon Manchester, Vic Pluto, Matt Scheiman, and Michael Vernon.

**EXCUSED:** None

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

Frank Jacobsen called the Castle Pines Homes Association March 28, 2024 Board of Directors Meeting to order at 8:00 a.m. and thanked everyone for their attendance.

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, the Association is the only one permitted to record or video these meetings.

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 limit your comments to two minutes or less and please refrain from attempting to speak while someone else is speaking.

### **III. ELECTION OF BOARD OF DIRECTORS OFFICERS**

Mark Larson stated the governing documents require the Board of Directors Officer election to be held at the first quarterly meeting following the Annual Meeting.

**Motion**

**Upon motion duly made and seconded, the Board unanimously elected the following Board of Directors Officers; Frank Jacobsen, President; Doug Cooper, Vice President; Chuck Skinner, Treasurer; Wendy Ingraham, Secretary; and Al Notary, Assistant Treasurer.**

### **IV. FEBRUARY 2024 MEETING MINUTES**

*(See Tab #1 of the March 2024 Board Package)*

**Motion**

**Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the February 22, 2024 Board of Directors meeting minutes as amended.**

### **V. HOMEOWNERS REQUEST TO BE HEARD**

No homeowners requested to be heard by the Board.

### **VI. LIAISON REPORTS**

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

District Manager Josh Shackelford reported the following:

- Metro is partnering with the Homes Association to do storm damage pickup following the recent heavy snowstorm. The cleanup begins April 1 starting on the south side of the Village and moving north.
  - Branches are to be cut into 4' lengths and placed parallel to the road for pickup.
  - Metro expects the cleanup to take two to three weeks. The Association is handling the chipping of the branches.
- The Metro Annual Brush Cleanup will begin on May 6. Details to be announced.

- The new well project is complete. Screening of the Mirage and Prospect well has been designed and should be done in the second quarter of 2024.
- Metro has begun design of the 2024 road project. The list of streets slated for work should be complete in the next month, street locations will be published on the Metro website.
- No road work will take place the week before and the week of the BMW Tournament which is August 20 to 25, 2024. The road work moratorium will continue through August 26, 2024, if necessary.

## VII. ACTION ITEMS

### A. Nominations for Homes Association Committee Membership

Mark Larson shared a slide (see attached handout of slides) and stated the following:

As the CPHA Board elects their officers yearly, the committees are asked to evaluate their committee chairs and present them to the Board for approval. Eight of the 10 committees have submitted their chairperson and only one Committee chair has changed from the previous year. The Parks and Recreation Committee Chair Dan Barry is moving out of the community and Mike Vernon has been serving as the new chair. The Communications Committee is meeting in April and will vote on their chair. The Enforcement Committee asked to postpone their vote until April as well. Kevin Olsen is filling in as the chair of the Forest Stewardship Committee, but this is likely to change this year.

The 2024 Committee chairs to date are:

Design Review Committee – Ed Will

Marketing Committee – JC Heinen

Long Range Planning and Finance Committee – Wendell Kurtz

Emergency Services Committee – Jackie Sundquist

Technology Committee – Mark Jost

Wildlife Committee – Libby Drbal

Parks and Recreation Committee – Mike Vernon

Forest Stewardship Committee – Kevin Olsen

## **Motion**

**Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the new slate of Committee Chairpersons for the period of March 2024 to March 2025 as presented.**

Mark Larson reported there are two nominations to the Parks and Recreation Committee. Mike Vernon, Parks and Recreation Chairperson presented the following:

- With Dan Barry's departure the Committee has decided to add an additional member.
  - Candidate Pam Kelly has much experience with events and is a positive, upbeat person and a hard worker.
  - Carrie Manion has volunteered for the Welcome Committee and participates in the Village tennis program.

**Motion**

**Upon motion duly made and seconded, the Board unanimously appointed Pam Kelly and Carrie Manion to become members of the Parks and Recreation Committee.**

**B. Capital Requests**

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

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

**1) Trail Resurfacing**

Mark Larson presented the following:

- This Capital Request is project No. 24-03-08 – North Side Trail Resurfacing.
- This request will crack seal and seal coat the asphalt trails on the northern section of the Village. Crack seal will be done on 16,743 linear feet and seal coat will cover 26,514 square yards.
- The requested amount from reserve funds is \$81,000 (includes 10% contingency.) Total reserve funds available are \$267,735.

Mr. Jacobsen asked if the Board has considered replacing the trails with concrete rather than asphalt. Mr. Larson responded that it had been considered in the past. Cost along with aesthetics were considered at the time. Mr. Larson stated the idea can be revisited.

**Motion**

**Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-03-08 for \$81,000 (includes 10% contingency) from Reserve funds to resurface the trails on the north side of the Village.**

**2) Tennis Court 3 Resurfacing and Pickleball Court 3 Patching**

Mark Larson presented the following:

- This Capital Request is project No. 24-03-09 – Tennis Court 3 Resurfacing and Pickleball Court 3 Patching.
- Both courts need this work. Tennis Court 3 is identified in the Reserve Study however the patch work for Pickleball Court 3 is not identified in the Reserve Study.
- The requested amounts include \$11,733 to resurface Tennis Court 3 and \$2,500 to patch Pickleball Court 3 for a total of \$14,235.
- This request is to approve the expenditure of \$14, 235 from Reserve Funds.

**Motion** Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-03-09 for \$14,235 (includes 10% contingency) of Reserve Funds for the resurfacing of Tennis Court 3 and patching of Pickleball Court 3.

### 3) Summit Club Pocket Park Shade Structure

Mark Larson presented the following:

- This Capital Request is project No.24-03-10 – Summit Park Shade Structure Installation.
- This project will provide shade to the Summit Club Park.
- The play park has no shade and the rubber play surface gets very hot.
- The requested amount is \$52,000 in New Capital.

**Motion** Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-03-10 for \$52,000 in New Capital for a shade structure at the Summit Park.

### 4) Canyon Club Restroom Remodel

Mark Larson reported the following:

- This Capital Request is project No. 24-03-11 – Upgrade the Pavilion Restrooms and refresh the Canyon Club Locker Rooms.
- The current restrooms adjacent to the Canyon Club Pavilion were constructed to public park standards. The project will include new plumbing fixtures, tile wainscot, wall board above tile to cover cinderblock, upgrade baby changing station, increase waste and towel container, install epoxy flooring and paint.
- The locker rooms at the Canyon Club Pool will be deep cleaned and painted.
- The plan is to remodel the locker rooms during phase two of the Canyon Club Enhancement Project to be completed by the 2025 pool season.

- The requested amount for this Capital Request is \$70,000 (not to exceed) from Reserve Capital.

**Motion** Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-03-11 for \$70,000 from Reserve funds for the Pavilion restrooms upgrade and Canyon Club Locker Room refresh.

**5) Village Lake Fitness Center Hot Water Holding Tank Replacement**

Mark Larson reported the following:

- This Capital Request is project No. 24-03-12 – VLFC Hot Water Holding Tank Replacement.
- This project has already been completed due to the holding tank failure. Delay in repair would have impacted hot water to the facility.
- The expended amount was \$12,404 from Reserve funds.

**Motion** Upon motion duly made and seconded, the Board unanimously approved Capital Request No. 24-03-12 for \$12,404 from Reserve funds to replace the hot water holding tank at the Village Lake Fitness Center.

**C. Consideration of Rules and Regulations Sign and Flag Rules**  
*(See Tab #3 of the March Board Package)*

Mark Larson presented the following:

- The Village Rules and Regulations on Signs and Flags were discussed by the Board in the Executive Session to assure our rules are in compliance with changes to state statutes.
- The Castle Pines Homes Association Rules and Regulations addresses signs at **Section 3.5 Signs**. (3.5.1, 3.5.2, and 3.5.3) The proposed sign rule changes are in **Section 3.5 Signs and Flags**. (3.5.1, 3.5.2, 3.5.3, 3.5.4)
- The proposed changes will be published in the Village Weekly for resident feedback.

**Motion** Upon motion duly made and seconded, the Board unanimously approved language drafted for the proposed changes to the Rules and Regulations regarding Signs and Flags to be posted for resident feedback.

**D. Consideration of Rules and Regulations on Holiday Decorations**  
*(See Tab #4 of the March Board Package)*

Mark Larson presented the following:

- The Castle Pines Homes Association Rules and Regulations addresses Holiday Decorations at **Section 3.17**.
- The proposed change to the Holiday Decorations rule is to require that lighted holiday decorations be turned off between 10:00 pm and sunrise rather than between 11:00 pm and sunrise.
- A clarifying sentence was added to the end of the Holiday Decorations rule as it relates to Holiday Decorations that are signs or flags, as defined in **Section 3.5 Signs and Flags**.
- The proposed changes will be published in the Village Weekly for resident feedback.

**Motion** Upon motion duly made and seconded, the Board unanimously approved language drafted for the proposed changes to the Rules and Regulations regarding Holiday Decorations to be posted for resident feedback.

#### **E. Consideration of Short-Term Rental Exemption**

*(See Tab #5 of the March Board Package)*

Mark Larson presented the following:

- The Rules and Regulations address Rental of Dwelling Units at Section 3.18 stating that rentals for a term of less than three months are not permitted.
- Due to the BMW Tournament and the resident desire to provide short-term rentals during the Tournament, the Board drafted a Resolution.

**Motion** Following discussion by the Board and upon motion duly made and seconded, the Board unanimously adopted the following resolution:

**RESOLVED** that, in connection with BMW Golf Tournament, the application of Rule 3.18 of the Association's Rules and Regulations is suspended and will not be enforced with respect to the rental of Dwelling Units during the month of August 2024.

#### **F. Consideration of Temporary Limit of Construction Activity**

*(See Tab #6 of the March Board Package)*

Mark Larson presented the following:

- New home construction is active in the Village. During the BMW Tournament there could be an issue with construction access and noise.
- The Association would like to eliminate new home construction during the week of the Tournament and proposes a resolution for adoption by the Castle Pines Homes Association Board of Directors regarding contractor access during the BMW Tournament.

**Motion** Following discussion by the Board and upon motion duly made and seconded, the Board unanimously adopted the following resolution:

**RESOLVED that, in connection with 2024 BMW Golf Tournament, Contractors (as defined in the Association’s Rules and Regulations) and their employees and agents are not permitted to perform work on new Dwelling Units under construction in the Village during the period August 19 through August 25 except for needed actions in response to an emergency or as otherwise approved by the General Manager or the Director of Emergency Services.**

## **VIII. INFORMATION/DIRECTION**

### **A. Homes Association Annual Meeting Recap**

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

- The Annual Meeting was held on Monday, March 4, 2024.
- From 6 p.m. to 7 p.m. residents visited various information tables, socialized with neighbors and enjoyed a catered taco bar.
- The business meeting was held from 7 p.m. to 8:50 p.m. with presentations and the election.
- About 350 people attended in person with about 60 people logged on via Zoom.
- There were issues with the video conferencing not functioning properly. A Coffee with the Manager was held shortly after the meeting to cover the presentations that were made.
- A video of the meeting is on the Village website.
- Wendy Ingraham and Chuck Skinner were reelected, no nominations came from the floor. The Association needed 192 members for a quorum and had about 430 members in attendance in person, on video conference, and by proxy.

### **B. 2023 Audit Update**

April Clendenin reported the following:

- The Association is using the same firm as last year with the same staff for the audit.
- The Board approved the auditing firm and fieldwork began last week.
- The audit will be performed remotely which is going smoothly thus far.
- The audit will be submitted to the Finance Committee and the Board of Directors in May.

## **IX. MANAGEMENT REPORTS**

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

*(See Tab 7 of the March 2024 Board Package)*

Mark Larson reported the following:

- This Saturday is the Easter Egg Hunt at the Canyon Club, 4 p.m. The Easter Bunner will be there.
- The next Wildlife Committee event will be Thursday, April 5 featuring Justin Olsen from the Colorado Department of Parks and Wildlife.
- The carpeting in the Wildcat Corner has been replaced with woodgrain LVT. It looks great and will be easier to keep clean.
- Canyon Club project should receive the Douglas County building permit soon. The project is a bit behind.
- Brush pickup from the storm starts on Monday. Metro will pick up and the Homes Association is providing the chipper and crew. Call Metro if your brush has not been picked up.
- BMW Tournament planning continues. There will be an insert in the April Village Reporter about the Tournament. If you want to purchase tickets at the resident rate, the must be purchased no later than May 15. Information of purchasing tournament tickets is released each Friday in the Village Weekly email.
- Residents' tickets will be available for pick up starting July 15 at the CPHA.
- The Association needs volunteers to help hand out tickets and for the resident event.

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

Matt Wortsman, Chief of Emergency Services reported the following for the month of March:

- There were 901 vacation check requests.
- Resident entries were up to 120,000 for the month.
- Almost 34,000 visitors were processed at staffed gates with 378 after hour entries.

- Staffing is currently at 39 out of 40.
- Emergency Services Officers issued 43 traffic violations.

## **X. FINANCIAL REPORT: FEBRUARY 2024**

General Manager Mark Larson presented the February 2024 Financial Report.  
(See Tab #8 of the March 2024 Board Package)

Mark Larson reported the following:

- Payment was made for equipment for the Canyon Club upgrade. We are currently waiting on the Douglas County building permit.
- Balance Sheet – on March 7 a T-Bill matured. Funds were moved into Treasury Money Market.
- Income Statement – there is no projection until the end of the first quarter.
- Expenses overall – running as expected. Waste Management (WM) was overbilling the Association, which we brought to their attention. WM has credited the over payment.
- Accounts Receivable remains very low.

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

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

- Evaluate replacing asphalt with concrete on the trails – what impact there would be and how to fund.

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

Next Board of Directors Meeting – April 25  
Metro Board Meeting - April 23

## **XIII. ADJOURNMENT**

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adjourn the March 2024 Board of Directors meeting at 10:21 a.m.

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