

**Castle Pines Homes Association
Board of Directors**

Executive and Regular Meetings

Castle Pines Homes Association
688 W Happy Canyon Road Castle Rock, CO 80108

Meeting Minutes

Thursday, April 25, 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: Don Hansen, Bradley Larsen, Jon Manchester, Scott Wieting, Steven Davies, Sharon Hulse, Mike Vernon, Cici Holbrook, Vic Pluto, Nancy Gold, and Lyn Krause.

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Frank Jacobsen called the Castle Pines Homes Association April 25, 2024 Board of Directors Meeting to order at 8:00 a.m. and thanked everyone for their attendance.

Mark Larson requested to add an agenda item under Information/Direction concerning the granting of an easement to the Castle Pines Metropolitan District.

Motion

Upon motion duly made and seconded, the Board unanimously approved the request to add the agenda item under Information/Direction concerning the granting of an easement to the Castle Pines Metropolitan District.

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, only the Association may make audio or video recordings of this meeting.
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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. MARCH 2024 MEETING MINUTES

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

Motion

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

IV. RECOGNITION OF EMERGENCY SERVICES OFFICER CAROL THOMPSON'S RETIREMENT – 30 YEARS SERVICE

Frank Jacobsen recognized Carol Thompson, ES Gate Officer retiring after 30 years of service. Carol started in 1994 as a Gate Officer and has seen much change over the last 30 years. The CPHA held a nice reception in the Wildcat Corner for Carol yesterday and the Board presented Carol with a beautiful vase of flowers and a recognition plaque at the Board meeting. The Board thanked Carol for her service and wished her all the best.

V. HOMEOWNERS REQUEST TO BE HEARD: Items not on the agenda

No homeowners requested to be heard by the Board.

VI. LIAISON REPORTS

A. Metropolitan District – Josh Shackelford

District Manager Josh Shackelford reported the following:

- The new water wells are fully operational and providing water.
- The next step is to build the privacy fence around the well on Mirage, which should be completed this summer.
- Residents' water budget is on their water bill which remains mostly unchanged from 2023. Residents can roll over unused water from month to month.
- The 2024 roadwork program is being finalized. Notifications will be sent to residents when work is to be done in their area.
- No roadwork will be going on during the BMW Championship Golf Tournament.

VII. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mark Larson reported there are no nominations for Committee Membership. Two Committees elected their chairpersons for 2024 and submitted the names to the Board for consideration. The Enforcement Committee reelected Phil Adamson for their Chairperson and the Communications Committee elected Co-Chairs Linda Battin and Craig Sundquist.

Motion

Upon motion duly made and seconded the Board unanimously approved Phil Adamson as the Chairperson for the Enforcement Committee and Linda Battin and Craig Sundquist as the Co-Chairs of the Communications Committee.

B. Election of Board of Directors Assistant Secretary

Mark Larson reported that the Homes Association governing documents recommend that the Assistant Secretary of the Board of Directors be a non-Board member. This position has traditionally been held by the General Manager. Mr. Larson recommended the Board continue that practice.

Motion

Upon motion duly made and seconded the Board unanimously elected Mark Larson to serve as the Assistant Secretary for the Board of Directors.

C. Capital Requests

- 1) Trail Resurfacing
(See Tab #2 of the April Board Package)

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

- This Capital Request is project No. 24-04-13 – South Slide Trail Resurfacing.
- This project will crack seal and seal coat all the asphalt trails in the southern section of the Village (crack seal 12,498 linear feet and seal coat 14,442 square yards).
- The requested amount is \$69,015 (includes 10% contingency) in Reserve funds.

Motion Upon motion duly made and seconded the Board unanimously approved Capital Request No 24-04-13 for \$69,015 (including 10% contingency) from Reserve funds to resurface the trails on the south side of the Village.

D. Consideration of Emergency Services Found Property Procedures
(See Tab #3 of the April Board Package)

Matt Wortsman presented the following:

- The Association has been receiving packages from Amazon at the gates after staffed hours.
- Chief Wortsman has contacted Amazon and Amazon instructs the Association to dispose of the property. The Association can't return the packages and does not own the packages.
- In response to how to deal with this abandoned property, Section 3.2.18 Abandoned Property of the Policy and Procedures manual is requested to be modified as submitted.
- The new Section 3.2.18 Abandoned Property will be posted in the Village Weekly.

Motion Upon motion duly made and seconded the Board unanimously approved the modification to the Policy and Procedures Manual at Section 3.2.18 Abandoned Property as presented.

E. Consideration of Rules and Regulations on Signs and Flags
(See Tab #4 of the April Board Package)

Mark Larson stated the proposed modification to the Homes Association Rules and Regulations on Signs and Flags was publicized to the residents for in the Village Weekly for comment. The comments that were received were included in the Board package.

Frank Jacobsen thanked the residents for the many responses and objections to political signs in the Village and stated the following:

- The State of Colorado passed a law that requires HOAs to provide additional protections for homeowners' freedom of expression under the Colorado Common Interest Ownership Act.
- HOAs are now required to permit the display of any flag or sign on a homeowner's property. The law does permit reasonable limitations on the number, size and location of the sign and flag.
- The Association can still prohibit commercial messages, and our position on For Sale signs remains unchanged.
- While we strongly disagree with this legislation, we are bound by the laws.
- The Village is an exceptional community. We hope all homeowners will respect their neighbors and be reasonable in displaying signs during this contentious political season.

Doug Cooper suggested adding a statement in the new rule to prohibit any reflective material on signs or flags unless approved in writing by the General Manager and the DRC.

Motion Upon motion duly made and seconded the Board approved, with one abstention, the modification to the the Rules And Regulations Section 3.5.4 Additional Restrictions as presented in the Board package with the addition of the prohibition of any relective material on signs or flags without approval.

F. Consideration of Rules and Regulations on Holiday Decorations
(See Tab #5 of the April Board Package)

Mark Larson reported the following:

Mark Larson stated the proposed modification to the Homes Association Rules and Regulations on Holiday Decorations was publicized to the residents for in the Village Weekly for comment. The comments that were received were included in the Board package.

- The major modification proposed to Section 3.17 Holiday Decorations was the change of the time holiday lights are to be turned off; from 11:00 pm to 10:00 pm.
- Many residents commented that requiring lights to be turned off at 10:00 pm was too early.
- The Board's proposed changes to the Rules and Regulations Section 3.17 Holiday Decorations include moving the time back to 11:00 pm for turning off Holiday lights and removing the word 'Signs' in the last sentence of Section 3/17 Holiday Decorations.

Motion Upon motion duly made and seconded the Board unanimously approved the modifications to the the Rules and Regulations Section 3.17 Holiday Decorations stating “Lighted holiday decorations must be turned off between 11:00 pm and sunrise” and removing the word ‘Signs’ after Section 3.5 in the last sentence of Section 3.17 Holiday Decorations.

G. Consideration of Pool Management Contract

(See Tab #6 of the April Board Package)

Mark Larson presented the following:

- Front Range Recreation has done a great job for the Village over the years.
- There are a limited number of companies that do this work. Many companies do maintenance but do not offer lifeguards.

Motion Upon motion duly made and seconded the Board unanimously approved the Front Range Recreation Pool Management Agreement as presented in the Board Package and authorized any officers to sign the agreement on behalf of the Association.

VIII. INFORMATION/DIRECTION

A. BMW Tournament Update

Mark Larson showed slides (see attached handout of slides). Mark Larson and Matt Wortsman presented the following:

- Tournament dates are Monday, August 19 through Sunday, August 25.
- Residents special ticket prices are available online until May 15, limited to four tickets per household per day.
- Resident tickets will be distributed starting July 15.
- The Village Reporter had a four page insert on the Tournament with a QR code to purchase tickets.
- Coffee with the Manager events will be held in May, June, July, and August to provide information on the tournament.
- All Village Access Gates will be operational and resident will have access through all gates.
- Happy Canyon Road between the roundabouts will be closed to traffic during tournament hours.
- Gates 1 and 2 will be accessible from I-25 for residents and guests with proper hang tags (to be distributed by mail to residents in mid-July.)
- Gates 3 and 4 will be accessible from Santa Fe with no hang tags required.

- Gate 5 access will be open as usual and will be unrestricted.
- Properties along the Golf Club course will be issued colored hang tags for access.
- Village Parking – guests are required to park in accordance with Village Rules and Regulations. There is no event parking in the Village, only at off-site locations with shuttles into the Village.
- Several agencies will provide security and safety.
 - The Douglas County Sheriff's Office
 - The Colorado State Patrol
 - Castle Pines Emergency Services
 - South Metro Fire Rescue
 - Advent Health
 - PGA Tour Security
 - EES Security (Private Security Firm)
- Medical Services will be provided by South Metro Fire Rescue and Advent Health.
- Castle Pines Emergency Services will be fully staffed 24/7 and will take resident calls for service with EMT response when needed.
- Resident events will be held at the Canyon Club and are sponsored by the Castle Pines Homes Association, the Metropolitan District and the Western Golf Association.
- The tournament will be broadcast live at the event.
- Shuttle buses will be provided for resident transportation, to and from the resident event from pickup locations.
- Music in the Park will be held Friday evening with pay-as-you-go food trucks, ice cream and popcorn provided.
- Saturday from 11:30 am to 2:30 pm will be a barbecue lunch with an open bar.
- Sunday from 11:30 am to 2:30 pm will be a Santa Maria barbecue with an open bar.
- For the resident events on Saturday and Sunday, wristbands and drink tickets will be provided to residents. Each household receives six wristbands that will be good for both days.
- Two drink tickets will be provided to adult residents upon check in at the event for beer and wine.

B. Metro District Water Storage Tank Easement

This item was added to the agenda. Mark Larson shared slides (see attached handout of slides)

Metro District Manager Josh Shackelford joined the meeting in person and presented the following:

- The Metro District needs additional water storage to enhance the ability to provide adequate water during peak demands and supply adequate water and pressure during a fire event.
- The preferred location for the proposed water storage tank is at Country Club Parkway across from Handies Peak Court.
- The tank will provide two million gallons of water storage. There is already a one million gallon tank nearby.
- The property is Homes Association Open Space and an easement is required. The easement is being prepared and should be completed this week.
- A special Board Meeting is scheduled for April 29 at 8 am for consideration of the Castle Pines Metropolitan District Easement.

IX. MANAGEMENT REPORTS

(See Tab 7 of the April 2024 Board Package)

A. General Manager – Mark Larson

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

- The Canyon Club Enhancement Project has begun.
- There is a temporary roadway near the pavilion to the back side of the Canyon Club for construction.
- The project won't be done by Memorial weekend however the large Canyon Club pool and locker rooms will open as usual.
- The construction area will be fenced off.
- Nathan Nicholas is overseeing the Canyon Club project and is doing a great job.

A. Emergency Services – Matt Wortsman

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

- There were 417 incidents with 10 medical events,
- Resident entries were 121,400 with 35,500 visitors processed at staffed gates.
- Staffing is currently at 40 with 14 Patrol EMTs and two Patrol Officers in EMT training.

X. FINANCIAL REPORT: MARCH 2024

General Manager Mark Larson presented the March 2024 Financial Report.

(See Tab #8 of the April 2024 Board Package)

Mark Larson reported the following:

- Capital Report – highlighted items reflect changes from the previous month.
- The Pavilion restroom upgrade is starting this week along with the Canyon Club locker room refresh.
- The Summit Club slide replacement and Summit Park shade structures are scheduled for May.
- Mr. Larson will meet with Reserve Specialists in two weeks. Considering doing a new reserve study in 2025.
- At the end of the first quarter the Association does a projection for the packet, and every month after that through year end.
- There is a negative variance in Forest Management due to the cleanup from the heavy snowstorm.
- There is a positive variance for the year of \$24,000 due to new lots platted on Country Club Estates Drive. While these lots were forecasted for platting they were not anticipated until 2025.
- The audit is in the final stages of review and should have the draft report soon.

Motion Upon motion duly made and seconded, the Board unanimously accepted the March 2024 Financial Report as presented.

XI. REVIEW OF BOARD DIRECTIVES

- Continue evaluating replacing asphalt with concrete on the trails.
- Include approved modifications to the Rules and Regulations on Signs and Flags and Holiday Decorations in the Village Weekly with explanation verbiage
- Continue to work on BMW Tournament.

XII. IMPORTANT MEETING DATES/ADJOURNMENT

Next Board of Directors Meeting – May 23

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the April 2024 Board of Directors meeting at 10:11 a.m.

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