

Castle Pines Homes Association Board of Directors

Meeting Minutes

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

Thursday, April 24, 2025

ATTENDEES: Directors in person: Doug Cooper, President; Craig Sundquist, Vice President; Chuck Skinner, Treasurer; Wendy Ingraham, Secretary and AI Notary, Assistant Treasurer. CPHA staff in person: Mark Larson, General Manager, Assistant Secretary; April Clendenin, Chief Financial Officer; Matt Wortsman, Chief of Emergency Services, Linda Matthews, Executive Assistant/Design Review Administrator; Kevin Olsen, Compliance Coordinator, and via video conference, Nathan Nicholas, Operations Manager.

OTHERS PRESENT: Metro District Manager Josh Shackelford via video conference. Resident in person: Dennis Loucks. Residents via video conference: Patricia Kincaid, Jon Manchester, Pat Kelleher, Frank Jacobsen, Michael Vernon, Steven Davies, Sharon Hulse, Jessica Roy.

EXCUSED: None

I. CALL TO ORDER / MODIFICATION OF AGENDA

Mr. Cooper called the Castle Pines Homes Association April 2025, Board of Directors Meeting to order at 8:00 a.m.

There were no modifications to the agenda.

II. CONFLICT OF INTEREST DISCLOSURE

Mr. Cooper 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 and any matters that come up during the meeting.
- Under the Homes Association Governance Policy, Board meetings are limited to Members of the Association and invited guests of the Association, and only the Homes Association is permitted to record this meeting.

III. CONSIDERATION OF MARCH 2025 MEETING MINUTES

(See Tab #1 of the April 2025 Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the March 2025 Board of Directors meeting minutes as modified.

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

Dennis Loucks, resident, stated there was a theft at the north end of the Village yesterday. Mr. Loucks is concerned about security at the perimeter of the Village and the fence that separates the Village from the surrounding community. Mr. Loucks would like to see reasonable measures taken to secure the borders. Matt Wortsman will look at the specific area.

A second issue Mr. Loucks raised was insurance and the ISO rating for the community. In the past we have had a number #1 fire rating. Mr. Loucks spoke with South Metro Fire Rescue and was told the Village would retain the #1 rating.

Doug Cooper reported that the Board recently honored Mark Larson for 25 years of service. In addition, Mr. Cooper presented the following resolution:

Upon motion duly made and seconded, the Board unanimously adopted the following resolution:

WHEREAS, since April 3, 2000, Mark G. Larson has capably served the Village at Castle Pines and the Castle Pines Homes Association, first in leadership roles with the Emergency Services Department and subsequently as General Manager; and

WHEREAS, Mr. Larson has regularly and proactively, without complaint or expectation of gain other than the satisfaction of a job well done, gone above and beyond his assigned job duties to assure the attainment of Homes Association goals and Board directives, the maintenance and enhancement of Homes Association assets and amenities, and the safety and well-being of the Village community; and

WHEREAS, Mr. Larson and the Homes Association staff worked tirelessly with the Castle Pines Golf Club to make the 2024 BMW Championship Tournament successful and named the PGA Tournament of the Year; and

WHEREAS, Mr. Larson has provided thoughtful and effective leadership and guidance during trying times, including throughout the Great Recession of 2008 and 2009 and the health crisis of 2020 and 2021; and

WHEREAS, under Mr. Larson's leadership, the Village has grown and prospered and is now considered one of the most desired residential communities in the Denver metropolitan area;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby expresses its deep appreciation and gratitude to Mark Larson for his many accomplishments and his 25 years of leadership, dedication, and hard work on behalf of the Homes Association and the Village community,

V. LIAISON REPORT

A. Metropolitan District – Josh Shackelford

Mr. Shackelford presented the following:

- Metro's Branch pickup starts May 5. Limbs and branches are to be placed parallel to the road.
- The 2025 roadway program begins in the middle of May and will be posted in the Metro e-blasts. Signs will be placed on mailboxes to notify residents of street repairs on their street.
- The Village Lake enhancement project is underway. Metro is refreshing the Village Lake area landscaping.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mr. Larson reported there is one nomination for the Enforcement Committee, Steven Westberg. Mr. Westberg has lived in the Village for quite some time and has attended Enforcement Committee meetings.

Craig Sundquist was on the Enforcement Committee but has now been elected to the CPHA Board of Directors. Vic Pluto is moving out of the community.

Motion

Upon motion duly made and seconded, the Board unanimously appointed Steven Westberg to the Enforcement Committee.

VII. MANAGEMENT REPORTS

(See Tab 2 of the April 2025 Board Package)

A. General Manager – Mark Larson

Mr. Larson reported the following:

- Community Clean Up day is scheduled for May 3, 8:00 am. Event begins in the Wildcat Corner with a continental breakfast at 8:00 am and ends at 12 noon with a barbecue at the Canyon Club Pavilion.
- The pools are about to open. The Village Lake Fitness Center pool opens the middle of May and the Canyon Club and Summit Club pools open on Saturday May 24.
- The Association will host a grand opening of the new splash pad and toddler pool at the Canyon Club on May 24. Join us for a barbecue lunch and see the new amenity!
- The CPHA is holding a Village trash disposal weekend Friday, May 16 through Sunday, May 18 at the Canyon Club. Bagged trash and yard waste along with cardboard for recycling will be accepted. Watch the Village Weekly emails for more information.

B. Emergency Services – Matt Wortsman

Matt Wortsman reported the following for the month of March:

- There were just over 400 incidents and almost 1,400 total vacation checks performed.
- Resident entries were up by 10,000 for a total close to 112,000. Visitor entries processed at staffed gates were up by 5,000, for a total of about 33,000
- Staffing is currently at 37 with a dispatcher in training. The Gate supervisor was promoted to patrol.
- Chris Dierker will become a firearms instructor.

VIII. FINANCIAL REPORT: MARCH 2025

Mr. Larson presented the March 2025 Financial Report.

(See Tab #3 of the April 2025 Board Package)

Mark Larson reported the following:

- The Capital Report lists projects for 2025; including when they were approved, amount allocated in reserve study, how much is approved and how much will be

spent. Numbers on the Capital Report highlighted in yellow signify a change from the previous month.

April Clendenin, Chief Financial Officer, reported the following:

- Actual/Budget/Projected report for March 2025. First three columns are actual, budget and variance. The landscape and maintenance negative variance is a timing issue. The invoice arrived in March rather than April. The expense was booked in March.
- The most important column is the 2025 projection showing how the Association is projected to end the year. There is a forecasted \$51K revenue reduction if 17 anticipated alternative lots are not platted in 2025. The Association also anticipates \$20K less in Operating Fund interest than budgeted due to reduced interest rates.
- The Long Range Planning and Finance Committee looks at how much money the Association should carry forward month to month in Operating Cash. Currently 5% of dues or about \$500,000 is what the Association wants to keep on hand this year.
- ES had been operating with less people than budgeted but is getting back up to full employment. However, it is expected the Association will achieve some savings in ES employment.
- The Village Lake Fitness Center was down one employee, which should net a saving of \$2K at year end.

Motion Upon motion duly made and seconded, the Board unanimously voted to accept the March 2025 Financial Report as presented.

IX. REVIEW OF BOARD DIRECTIVES

- Post article in VW about children obeying stop signs and children driving golf carts.
- Talk to Core Electric and the Golf Club about burying the electrical lines on Happy Canyon Rd.
- Look into fencing on the perimeter of the Village at the north end.

X. IMPORTANT MEETING DATES/ADJOURNMENT

Village Cleanup - May 3, 2025, 8 a.m. to 12 noon

Next Board of Directors Meeting – May 22, 2025

Motion Upon motion duly made and seconded, the Board unanimously voted to adjourn the April 2025 Board of Directors meeting at 9:25 a.m.

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