

**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, June 27, 2019

ATTENDEES: Directors - Doug Cooper, President; Chuck Skinner, Vice President; Frank Jacobsen, Treasurer; and Wendy Ingraham, Secretary. Present from the CPHA staff: General Manager and Assistant Secretary Mark Larson, Chief of Emergency Services Rick Plotke, Accountant Carol Tilton, Compliance Coordinator Kevin Olsen, and Executive Assistant Lisa Goodwin.

OTHERS PRESENT: Castle Pines Metropolitan District General Manager, Jeff Coufal; Village residents: Carl Pendleton and Ray Haley.

EXCUSED: Linda Battin, Assistant Treasurer.

MEETING AGENDA: See attached.

EXECUTIVE SESSION: The Board of Directors met in an Executive Session and discussed legal and personnel issues.

I. CALL TO ORDER / MODIFICATION OF AGENDA

The general meeting was called to order at 8:06 am.

II. CONFLICT OF INTEREST DISCLOSURE

Board members were requested to disclose any conflict of interest related to items on this month's agenda, or at any time during the meeting should a conflict of interest arise.

III. MAY 2018 MEETING MINUTES

(See Tab #1 of the June 2019 Board Package)

Motion

Following discussion by the Board and upon motion duly made and seconded, the Board approved the May 2019 Board of Director meeting minutes as presented.

IV. HOMEOWNERS REQUEST TO BE HEARD

No Homeowners requested to be heard before the Board.

V. RECOGNITION OF EMERGENCY SERVICES OFFICER OF THE QUARTER

On behalf of the Castle Pines Homes Association, Director Cooper recognized Emergency Services Patrol Officer Fritz Sipman as the Emergency Services Employee of the Quarter. Director Cooper provided a brief background and reported that Mr. Sipman began his career with Emergency Services as a Gate Officer in 2016. The Board thanked Mr. Sipman for his excellent service to the community.

VI. ACTION ITEMS

A. Nominations for Homes Association Committee Membership

Mr. Larson reported there were no homeowners seeking committee membership at this time.

B. Consideration of Emergency Services Capital Request

(See Tab #2 of the June 2019 Board Package)

Chief Plotke reported the following:

- There are 10 AED's currently utilized by the Homes Association in several locations, to include: Emergency Services Patrol cars, the pools, the Fitness Center, and the Homes Association Administrative/Emergency Services building.
- The Reserve Study calls for the replacement of the AED devices every five years.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board approved the Emergency Services Capital Request in the amount of approximately \$16,674.35 from Reserve Funding for the purpose of purchasing 10 new Automatic External Defibrillators (AED) to be placed in the Patrol car EMT response bags, one at the Homes Association Office, two at the Village Lake Fitness Center, one at the Canyon Club pool, and one at the Summit Club pool.

C. Consideration of Homes Association Capital Request

(See Tab #3 of the June 2019 Board Package)

Mr. Larson reported the Board room chairs around the conference table are in need of replacement.

The Board reviewed and discussed the two sample chairs provided by OfficeScapes.

Director Skinner indicated a conflict of interest regarding this agenda item. Director Skinner reported that although the selected chairs are not sold by his company, OfficeScapes is one of his company's dealers. Director Skinner abstained from voting on this item.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board approved in a vote of 3 in favor (Director Skinner, abstained), the Homes Association Capital Request in the amount of \$5,400.00 from Reserve Funding for the purpose of purchasing 10 new chairs to replace the existing chairs in the Conference room at the Homes Association office.

D. Consideration of Homes Association Capital Request

(See Tab #4 of the June 2019 Board Package)

Mr. Larson presented several slides and reported the following:

- In the spring of this year one of two cylinders in the Canyon Club's pool filtering system - developed a significant crack that resulted in partial flooding of the pool equipment room at the Canyon Club.
- The pool filtering system is engineered to run on one cylinder if the other one fails. However, with only one cylinder currently working, there is now single point failure for the system.
- The capital request presented is to replace both cylinders. The cylinders come with a 10-year warranty.

Motion Following discussion by the Board and upon motion duly made and seconded, the Board approved the Homes Association Capital Request in the amount of \$56,700.00, including a 5% contingency, from Reserve Funding, for the purpose of purchasing a large pool filtering system for the Canyon Club pool.

VII. INFORMATION/DIRECTION

A. Discussion of Country Club Easement Request

Mr. Larson presented several slides (*see attached handout of slides*) and reported the Country Club at Castle Pines is requesting an easement near the corner of Country Club Drive and Chase Lane to drill a well and install the associated infrastructure to operate the well.

Mr. Coufal provided additional information on the Country Club's project to drill a well, and reported the following:

- The District is presently working on an agreement to sell the Country Club water rights. The Country Club wishes to purchase water rights from the District in order to supplement the re-used water purchased from the wastewater treatment plant.
- Both golf courses in The Village have reported the re-used water from the wastewater plant is too high in saline, and prolonged use of that water causes damage to trees along the course.
- The District has an application in to the State Engineer's office to approve the well site – within the general area noted on the slide presented to the Board.
- The well would be completed in approximately two months. The drilling work would take one full month, and the infrastructure required is an 8" piece of pipe approximately one foot off the ground.
- The average life of a well is approximately 40 years. The Country Club should not need a second well.
- Sound baffling can be placed on each side of the permanent electrical equipment to help mitigate the drilling noise. IREA will also require sound reducing filters for the electrical equipment.

The Board discussed the issue of drilling noise for surrounding residents. The Board stated the easement as proposed is too broad allowing for a wide range of location options for the well, there is no definitive description of the size of the well and the equipment required, and there is also no mention of soil amendment and irrigation work in order to restore the area after construction. The Board stated the easement must also specify the smallest possible footprint for the well site.

Mr. Coufal stated he would work with the engineers to create a more detailed plan to include the Boards' requests for a smaller footprint, a definitive location, and landscaping improvements after construction. Mr. Coufal reported he would come back to the Board with a revised easement request.

B. Discussion on Upper Meadow Development

Mr. Larson presented several slides (*see attached handout of slides*) and reported the following:

- A new development is planned for the Upper Meadow of The Village that is bordered by the Metro District, Country Club Drive, and the Cliffs development.
- The Board reviewed a poster presented by the Developer to the DRC of a preliminary plan for 60 alternative homes. The poster includes three points of access to the development; however, the developer has since informed the Homes Association that plans have changed to develop two, not three, access points to the homes.
- The home prices are anticipated to be approximately 1.5 to 1.8 million dollars per home.
- Oxford Peak Lane is scheduled to be extended out to Country Club Drive (a Collector road) to allow access for custom homes that are planned in the future for the upper meadow area and adjacent to this new development.
- Lindsay Peak Lane is at the end Oxford Peak Lane and could potentially be developed as an access point to this new development; however, this would effectively double the amount of traffic on Oxford Peak Lane.
- Several residents from the Oxford Peak Lane area have reported they are concerned about the increase in traffic on that road should it become an access road for the new development.
- The preferable option is to install an emergency exit gate with an Opticon system at the end of Oxford Peak Lane.

Resident Ray Haley was present before the Board to discuss the issue of increased traffic on Oxford Peak Lane as a result of the new development. Mr. Haley reported he has been a homeowner in The Village since 2005; he does not oppose the project but does oppose an increase in traffic on Oxford Peak Lane. Mr. Haley reported he is in favor of installing an emergency exit gate at the end of Oxford Peak Lane.

Mr. Pendleton posed the question of how Google maps would recognize Oxford Peak Lane for vendors or guests searching for directions or access to the new development. Mr. Haley suggested having signage indicating Oxford Peak Lane was not a through street.

The Board stated they support the idea of installing an emergency exit gate at the end of Oxford Peak Lane where it meets Lindsay Peak Lane.

VIII. MANAGEMENT/LIAISON REPORTS

A. The Metropolitan District – Jeff Coufal

Mr. Coufal provided an update on the activities of the Metropolitan District and reported the following:

- Road projects for the summer have begun and include road milling work at different areas throughout the community.
- Paving is scheduled for next week.
- Concrete crews will replace curb and gutter along Castle Pines Drive South. This work should be completed by mid-August.
- Road panel replacement work will be done at Orofino.
- Surface treatment of the roadways will not be done this year as the Metro Board will be evaluating different overlay options going forward.

B. General Manager – Mark Larson

CPHA General Manager Mark Larson presented the Manager's Report. *(See Tab #5 of the June 2019 Board Package).*

In addition to his written report, Mr. Larson reported the following:

- The Board reviewed a design and elevation plan for The Refuge, to be located on Happy Canyon Road next to Cielo. The Refuge is a spa facility featuring private plunge pools, hot tubs, steam rooms and massage facilities.
- Landscaping improvements to the Homes Association building and the Fitness Center are currently in process. The natural grass in both locations never fully established or created a nice aesthetic. The natural grass is being removed and replaced with sod.
- The quarterly Coffee with the Manager event (held in June) was successful with approximately 45 people in attendance. The presentation included information on the new development at the Upper Meadow and an overview of new residential and commercial developments planned for just outside of The Village and within the City of Castle Pines.
- Accountant Carol Tilton will be retiring in early August after 19 years with the Castle Pines Homes Association. A candidate for the position has been hired, Margie Cheatum, and she will begin on July 22. A farewell event will be planned for Ms. Tilton.
- The Technology Committee continues to work on teleconferencing options for the CPHA Conference room.

- The annual Fourth of July festivities for next week will once again include the 5K fun run/walk at 8 am, the parade from the Fitness center at 11 am, the barbecue and pool party at the Canyon Club at 11:30 am.
- The goat program for wildfire mitigation at the Starbuck sub-association began last week and is anticipated to end tomorrow. A notice about the program was placed in last week's email blast. The goat program seemed to be well received by the residents.
- The final report from Eidos regarding the proposed pickleball courts should be received very soon. More information on this project will be presented at a future Board meeting.

Castle Pines Metropolitan District Board Director, and Village resident, Dick Munday, provided a brief report to the Board on the issue of water sold by the District. Mr. Munday reported that two residents were not pleased with this action and contacted a local news station to report on the story. Mr. Munday reported the District anticipates holding several community meetings to inform residents about the issue of selling water to outside entities, what transpired in the sale of water, and the impact to the District and the community from the sale.

C. Emergency Services (ES) Report

Rick Plotke, Chief of Emergency Services presented the Emergency Services report. *(See Tab #5 of the June 2019 Board Package).*

In addition to his written report, Chief Plotke reported the following:

- ES responded to 1,000 incidents in May; there were four medical events.
- dwellingLive numbers indicate 45,592 total visitors were processed through the gates in May.
- 26 long term (gate access) tags have been approved since last year.
- Staffing levels are currently at 35. There are two candidates for Patrol Officer (both are currently EMT's), and one candidate for Gate Officer in the hiring process.
- Many of last month's traffic complaints were related to construction activities.
- Integrated, the company that monitors the community's alarms is close to rolling out a program that will allow Emergency Services to identify and then reach out to those homes that have not reported an alarm in the last year.

VIII. FINANCIAL REPORT: MAY 2019

General Manager Mark Larson presented the May 2019 Financial Report and reported the following: *(See Tab #5 of the June 2019 Board Package).*

Capital Projection

- No changes were identified.

Actual/Projected Budget

- The LRP&F will do an extensive review of the budget in July.

Balance Sheet:

- One certificate of deposit matured last month and was reinvested. Another one will mature in July and the LRP&F is evaluating possible reinvestment options.

Income Statement:

- The negative variance in Alternative Lots Income is due to a delay in the Brookfield Development coming online for collection of assessments.
- The variance in Other Revenue Expense, Annexation Fee is a timing issue to recover an annexation fee owed for a new home in The Settlement.
- Attorney's Fees Expense reflects a negative variance due to an ongoing issue with a former employee.
- Trash expense reflects the cost for an additional dumpster at the CPHA office that will be picked up 6 days a week.

Chief Plotke presented the Financial Report for Emergency Services Operating Expense, and reported the following:

- ES labor continues to run under budget due to a staffing shortage.
- Vehicle M&R expense includes the cost for tires, oil changes and brake jobs to the patrol cars.
- Gate M&R expense is anticipated to be on budget for the year.

Mr. Larson continued the financial report, and reported the following:

- Operating Expenses for the pools are beginning to appear on the financial statements.
- Village Landscape and Maintenance Expense is expensed seasonally and is anticipated to come in on budget for the year.
- The Volunteer Recognition Committee Event Expense came in on budget.

Motion Upon motion duly made and seconded, the Board unanimously accepted the June 2019 Financial Report as presented.

IX. REVIEW OF BOARD DIRECTIVES

Mr. Larson provided a review of the tasks/directives assigned to him by the Board during the meeting:

- Work with Director Jacobsen on the parameters for a potential licensing agreement for the usage of The Village logo.
- Work with the Board regarding a discussion on succession planning to be held in August.
- Work with the Metro District regarding clarification of the Country Club Easement.

X. IMPORTANT MEETING DATES

Mr. Larson reported the July 2019 Board Meeting will be held on July 25, 2019, in the Castle Pines Homes Association Community Room located at 688 W. Happy Canyon Road; 7:00 am - Executive Session, 8:00 am - Regular Meeting.

Director Cooper reported he would be absent for the July Board meeting.

The Summer Solstice event was rescheduled to July 14 due to inclement weather on the originally scheduled date earlier in June.

XII. ADJOURNMENT

Motion

Upon motion duly made and seconded, the Board unanimously approved to adjourn the June Board of Directors meeting at 10:36 am.

Respectfully Submitted by,

Lisa Goodwin
Executive Assistant