

**Castle Pines Homes Association
Board of Directors**

Executive and Regular Meetings

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

Friday, May 15, 2009

ATTENDEES: Directors Ed Will, President; Jim Walker, Secretary; Dan Roth, Treasurer; Kim Wagner, Director; Present from the CPHA Staff were: General Manager Mark Larson, Chief of Emergency Services Drew Grant, Accountant Carol Tilton, Standards Monitor Jo Lewis, and Administrator Lisa Goodwin.

OTHERS PRESENT: Jake Schroeder from Jack Vickers office; John Gray & Paul Dannels from the Metro District; Matt McLaughlin from GRX recycling; Monica Demler from Terra Firma. Residents: Marti Jones, Craig Sundquist, Jack Hummel, and Gene Roberts.

EXCUSED: Al Dugan, Vice President

MEETING AGENDA: See attached

I. EXECUTIVE SESSION

The Board of Directors met in an executive session and discussed legal & personnel matters and other topics to be discussed in open session.

II. CALL TO ORDER

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

III. CONFLICT OF INTEREST DISCLOSURE

Board members should 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. No conflicts were identified.

IV. MINUTES

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the April 17, 2009 Board of Director meeting minutes as presented.

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

No homeowners requested to be heard.

V. FINANCIAL REPORT

Len Jacob of the Long Range Planning and Finance Committee presented the April Financial Report. (see attached)

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the April 2009 Financial Report as presented.

VII. MANAGEMENT REPORTS

A. General Manager – Mark Larson

Mark Larson, General Manager of the Castle Pines Homes Association, presented his Management Report. (*See attached report*)

Mark stated that the Technology Committee is doing a fantastic job and has really helped us out – including the upgrade of our T-1, recommendations on how to monitor the cameras better and the formation of a sub-committee to look at technology options for the future.

We are in the final process for conveyance of the Summit Club. The pool is presently filtering and heating.

The Communications Committee has included a copy of the Communications Guidelines for the Board's Review.

B. Design Review Committee Report – Mark Larson, Jim Walker

A letter is included in the board packet for the Board's review. The DRC met on Wednesday; the DRC now meets only one time a month because of the lack of activity. The DRC process has been revamped and will be discussed later on this agenda under the topic of staff realignment.

C. Emergency Services Report – Drew Grant

Drew Grant, Chief of ES, presented the Emergency Services report. (*See attached report*).

Emergency Services will be testing the new transponder system this week. The fire strobe system is in place and the final test is next week.

ES presently doing approximately 50 vacation checks a day - a lower count than the previous month.

A community forum on the residential fire in the Greens was held in the community room of the CPHA building on May 13th; approximately 30 people were in attendance. South Metro Fire Department was represented by both their Chief and Public Relations Officer. SMFD explained how the fire department operates at the scene of a fire. In addition, a document on grill safety was handed out (*see attached*). Chief Grant stated

that there will be an article in the upcoming Village Reporter advising residents that the best course of action in an emergency is for residents to immediately call 911. Chief Grant also noted that new radio system, to be installed next month, will allow ES personnel to get a quicker response from emergency services providers should a resident, in the event of an emergency, call ES first instead of dialing 911.

VIII. ACTION ITEMS

A. Employee Healthcare Coverage - Mark Larson

Mark Larson presented a powerpoint presentation comparing the CPHA's current and proposed healthcare plans and their related expenses. The purpose of the presentation is to obtain Board approval for a new employee health coverage plan. Terra Firma currently administers our health care program. The recommendation presented is to change from Humana to Anthem's Blue Cross & Blue Shield 'Health Reimbursement' arrangement. The CPHA will continue to cover 75% of the employee's health care monthly premiums. There is a higher deductible on this plan but lower monthly premiums and no co-insurance, ultimately resulting in a 36% reduction in our monthly premium. The employee will be responsible for the first \$1500 of the \$5000 deductible and the CPHA will pay the remaining \$3500. In addition, the CPHA will receive a tax benefit as this is an IRS regulated program. It was noted that 15% is the national of people within an organization's health plan that will actually hit the deductible. The amount corresponding to the maximum possible exposure for the HA will be incorporated into the annual budget functioning as a reserve. Terra Firma will continue to administer our health plan and has offered to reduce our monthly fees by \$5 per employee. *(see attached copy of the presentation slides)*

Motion Upon motion duly made and seconded, the Board unanimously moved to approve the change to the new health care coverage program as presented.

B. Open House Policy Revision- Mark Larson

Mark Larson stated that two issues have surfaced since the implementation of the current open house policy: (1) the frequency of open houses is not defined in all categories, and (2) the issue of signage displayed on county roads (re: Happy Canyon) is not discussed within the policy. A document was provided in the board packet with the proposed amended verbiage.

Motion Upon motion duly made and seconded, the Board unanimously approved the modifications to the Open House policy to allow a single broker to have one open house a month, and to require compliance with all applicable Douglas County rules for signage.

IX. INFORMATION/DIRECTION

A. GRX E-Cycling – Matt McLaughlin from GRX *Advanced on the Agenda*

Matt from Guaranteed Recycling Experts (GRX) presented to the board on how they operate. An e-cycling event has been planned for June 13th from 9 am – 2 pm in the HA building's parking lot.

VIII. ACTION ITEMS

C. Emergency Services Capital Request, Gate 4- Drew Grant

Chief Grant stated that they have received two separate bids, one for the actual gate and one for the stone work. Rocky Mountain Access has been selected to perform the work.

Motion Upon motion duly made and seconded, the Board moved and unanimously approved projects 09-06 & 09-07 with a total appropriation of \$69, 273 for the renovation of Gate 4 as presented in the capital request documentation.

D. Committee Appointment, Technology Committee

Motion Upon motion duly made and seconded, the Board moved and unanimously approved the appointment of resident Gene Roberts to the Technology Committee.

IX. INFORMATION/DIRECTION

B. Metro District Items - Paul Dannels

Paul from Metro stated that the brush cleanup has been very successful and that a large amount of mulch will be available for residents to use free of charge.

Mark Larson thanked Jon Gray for the excellent job in printing out the new Village maps.

C. School Bus Stops – Mark Larson

Mark Larson stated to the Board that, due to budget cuts, the Douglas County School District has decided to eliminate 28 of the 31 bus stops within the Village boundaries. The County has determined that they are complying with a County provision prohibiting school buses from operating on roads that are not maintained by the County. Drew Grant and Mark Larson met with the transportation people at DCSD and they agreed to 3 bus stops for the Village: one at the Canyon Club, one at the Gate 1 parking lot and

one at the Summit Club. All of the areas will be plowed in the winter. Furthermore, they will bring the buses in early and park them so that kids can get on immediately—approximately 2 buses per stop. The Board stated that Jack Vickers should be encouraged to complete construction activities at the Summit so that there will be enough time for the trail leading to the Summit Club to be completed before school begins in the fall. The Board stated that they will send a letter to the DCSD addressing their concerns and requesting additional stops for the Village; a copy of this letter will be added as an insert in the upcoming issue of the Village Reporter.

D. Village Landscaping Project – Mark Larson

The Village Landscaping Project is ongoing. Three locations are presently being addressed: the intersection of Country Club Drive and Lagae, Gate 3, and Gate 4. Landscaping plans for these areas have been shown to both the DRC and to the Village Beautification Committee.

At Country Club Drive and Lagae: the planter bed that Toll installed has been removed and the area returned to mostly native. Soloam stone walls similar to what is at the Cliffs will be built, and stately Ponderosa trees with mulch underneath will be added. It was stated that over time the native grasses and low, soloam stone walls will help to create a continuation of the look from the Cliffs into the Summit area.

Gate 4: one of the outbound lanes will be eliminated and the remaining lane will be widened to 16 feet. Metro will install extended landscaping in the area where the asphalt was torn out, and on the other side of the lane will add well-established ponderosa pines. The fence line on the Haskins Gulch side of the gate will be extended out to the call box so that a visitor can turn their car around without having to first go through the gate.

E. Village Access Control - Drew Grant

Chief Grant stated that the new transponder system has been installed will be tested next week on the ES vehicles. The transponders will be made available for purchase by residents after Memorial Day. ES will be expanding the hours for transponder sales and will include several Saturday dates. The next issue of the Village Reporter will include an article on how the new transponder works and the hours for transponder sales

F. Hunting Issue on the King Property – Ed Will & Mark Larson

Mark Larson, Ed Will and the CPHA's attorney attended the Department of Wildlife's monthly meeting in Grand Junction. We restated our concerns relative to hunting activities on the King property. The State Attorney General, Paul King and his wife were also in attendance and they too addressed the committee. The DOW stated that they will take this issue under advisement until their next working session in June in Trinidad. Mark Larson stated that we still have our court date scheduled in July for the injunction. It was noted by the Board that one of the new, school bus stops is now located within several hundred yards of the King property.

G. Summit Club - Mark Larson

Mark Larson stated that the CPHA now has a signed copy of the conveyance agreement transferring ownership of the Summit Club to the Homes Association.

Resident Stacie Chadwick, a member of the Parks and Recreation Committee, will be the event planner for the Summit Club's grand opening party scheduled for Saturday, May 23rd from 10 am – 2 pm. The Board asked that an invitation to the event be extended to Jack Vickers. The Board also thanked Chuck Skinner and the entire Parks and Recreation Committee for their efforts in coordinating all of the summer's upcoming activities for the residents.

On another note, it was stated that people both inside and outside of the Village have been very complimentary about the CPHA's tennis facility. The Board commented that the success of our tennis facility, and related tennis activities, contribute to our efforts to promote the Village in that we can officially state we are a tennis community.

H. CPHA Staff Realignment – Mark Larson

Mark Larson provided information on the decision to eliminate the Design Review Committee Administrator from the Homes Association staff. A powerpoint presentation slide detailing the updated organizational chart for the Homes Association was shown to the Board (*see attached copy of the slide*). Greg Cook, contract architect, has agreed to serve as our Design Review Coordinator. Mr. Cook will be working out of the HA office on Wednesdays. Jo Lewis has moved into the DRC office to maintain files and will help coordinate new construction activities. Greg and Jo will do final inspections together, and Jo will also be doing the ES part of the final alarm inspection. Receptionist Linda Matthews will be responsible for the administrative activities of DRC including: building permit letters, CO letters, letters authorizing landscaping and painting of houses, and the monthly agendas. It was noted by the Board that Jerry Winkelman had worked in the Village for nearly 13 years.

X. IMPORTANT MEETING DATES

The June 2009 Board Meeting will be held in the Castle Pines Homes Association Conference Room located at 688 Happy Canyon Road, Castle Rock on Friday, June 19, 2009, 7:00 am Executive Session, 8:00 am Regular Meeting.

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the May Board of Directors Meeting at 11:10 am.

Respectfully Submitted by,

Lisa Goodwin
Administrator