

**Castle Pines Homes Association  
Board of Directors**

*Executive and Regular Meetings*

Castle Pines Homes Association  
688 Happy Canyon Road - Castle Rock, CO 80108  
**Friday, September 26, 2008**

**ATTENDEES:** Directors Jerry Raskin, President; Ed Will, Vice President; Al Dugan, Treasurer; Jim Walker, Secretary; Present from the CPHA Staff were: General Manager Mark Larson, DRC Administrator Jerry Winkelman, Standards Monitor Jo Lewis, Chief of Emergency Services Drew Grant, Accountant Carol Tilton, Administrator Lisa Goodwin, Receptionist Linda Matthews.

**EXCUSED:** Dan Roth, Director

**OTHERS PRESENT:** Residents—Linda Houston, John Gray from the Metro District, Marti Jones, Ken Graham, Len Jacob, Linda Battin, Rosemary Nigh, Kim Wagner, Chuck Skinner, Bill Kingery, Norm Froman, Cheryl McClure, Jack Vickers III, Linda Gruber, Lesley Percival, Arlene Raskin, Chuck Skinner, Woody Howard, Larry Bundy, Jim Florey.

**MEETING AGENDA:** See attached

**I. EXECUTIVE SESSION**

The Board of Directors met in an executive session and discussed personnel matters and legal advice with respect to various issues in the Village.

**II. CALL TO ORDER**

The general meeting was called to order at 8:10 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 August 22, 2008 Board of Director meeting minutes as corrected.

**V. FINANCIAL REPORT**

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

**Motion** Upon motion duly made and seconded, the Board unanimously approved to accept the August 2008 Financial Report as presented.

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

No homeowners requested to be heard.

## **VII. DEPARTMENT REPORTS**

### **A. Management Report\_– Mark Larson**

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

**Chateau Ridge & Fairfield Homes:** The developer at Chateau Ridge, Fairfield Homes, is having financial difficulties and residents of Chateau Ridge sub association are concerned that the homes that are still under construction will not be completed. The Homes Association and the Metro District will provide landscaping to the berm at Prospect and Castle Pines Drive South. There are 8 properties that are presently in receivership. Legal proceedings will not occur on these 8 lots until December 18th.

**Miscellaneous:** Mark introduced Linda Matthews, the new receptionist at the CPHA. Mark will be on vacation until October 6th.

### **B. Design Review Committee Report – Jerry Winkelman**

Jerry Winkelman, Design Review Administrator, presented the DRC report. *(See attached report)* Mr. Winkelman stated that things are still slow in regards to new construction in the Village. However, DRC is still busy with residents amending their landscaping and submitting remodeling plans.

### **C. Emergency Services Report – Drew Grant**

Drew Grant, Chief of ES, presented the Emergency Services report. *(See attached report)* Chief Grant reported that all of the access cards issued to Toll Brothers have been deactivated. HSS has started at the gates on September 2nd to provide additional staffing hours. Officer Ken Graham was promoted to the position of Support Staff Supervisor in charge of gate personnel and to oversee access control issues. Dispatch officer Sherri Allen has also been promoted to the position of access control sales. Hiring for gate and dispatch personnel is ongoing. Gate Officer Vivian Ostby is retiring at the end of October after 11 years here. Mandatory customer service training was conducted for all Emergency Services staff by our Human Resources contractor Terra Firma.

#### **(1) Access Control "Top to Bottom" Report**

#### **(2) Gate Upgrade Status**

Craig Sundquist, Chair of the Emergency Services Committee, presented a report to the board detailing the current issues involved with access control and the plans for the

future. The report considered the following: village access expectations, the current access system with regards to credential controls, communications, cameras and lighting at the gates, the physical layout of the gates and traffic flow in and out of the gates, and personnel staffing hours and training. Concerns include: the transponder system is outdated, the policy on resident control of access credentials is deficient, gate officers have not been fully attentive to their tasks, gates 3 & 4 have inoperable windows for resident interaction, the communication system from the gates to dispatch is inadequate, and we are unable to turn away unauthorized guests at unstaffed gates without first letting in them into the Village to turn around. Future plans to address these concerns include: increasing gate staff hours (Jan 09), finalizing the selection of an upgraded AC system (Nov), installation of the new AC system (Mar 09), require AC credential revalidation yearly (Jan 09), reconfigure gates 3 & 4 to allow for better customer service (Jan 09), improve gate officer "look". Resident feedback has been very positive towards the extended gate hours. It was discussed to have visitor entry only through a staffed gate; this would require 24 hour staffing at Gate 1 for entry to the North side of the Village and Gate 4 for the South side of the Village. A new uniform for the gate officers was shown featuring a pullover sweater and an all season jacket. The Board expressed concern on how AC would be managed into the future so that the standards are maintained.

## **XI. OTHER BUSINESS**

*Advanced on the Agenda*

### **B. Open House Policy Update**

Resident and realtor Linda Gruber presented to the Board on a meeting held on 8/12/08 to discuss the Open House policy. She stated that there were 19 brokers in attendance that live and/or do business within the Village. The brokers stated that although not many homes are actually sold during an open house, the open houses are necessary because the exposure creates an awareness of the Village which helps attract buyers. The brokers were concerned that the policy was not being adequately enforced and that it was also restrictive. The Board stated that they were in favor of Open Houses being held in the Village and asked that the realtor/brokers meet again to review the policy and then return to the board with suggestions for changes and/or improvements to the current Open House policy.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to support the current Open House Policy.

### **C. I-25 Noise Study**

John Gray, CP Metro District Engineer introduced Jeff Cerjan, Senior Noise Engineer of Hankard Environmental (HE) to explain the Noise Study. Mr. Cerjan said the sound measurements have been taken. He went on to explain the CDOT Noise Analysis Procedure:

1. Do noise levels meet or exceed 66 dBA (hourly average)?
2. Do future levels raise noise levels by 10 dBA?
3. Is noise mitigation feasible?
4. Is noise mitigation reasonable?

Cerjan indicated that CDOT can be difficult to work with, even if the community is willing to pay for mitigation. Should CDOT determine that there should be mitigation of noise, they do not do the project unless they are piggy backing onto an existing project like road widening. Cerjan reviewed the types of typical noise mitigation to include: Quieter pavement, noise walls, alignment shift, noise berms, trees and vegetation, design Speed. The CDOT survey data is in and Hankard Environment is working on the model and will make predictions as to the feasibility of CDOT financial involvement in mitigation.

The Board asked what dBA level is comfortable? (Since 66 dBA is threshold that CDOT evaluates as the level at which noise mitigation is appropriate.) Cerjan said the EPA lists 55 dBA as acceptable; a typical neighborhood would be about 50 dBA.

A resident asked for discussion on pavement alternatives. Cerjan: Rubberized pavement is an option but must be installed in very specific weather conditions. Colorado Springs used some of this special pavement and there seems to be a drop in dBA. CDOT is not using quiet asphalt because it is too new to know how it works.

Cerjan: The study results are too low currently for CDOT to pay for mitigation however double traffic would mean a 3 dBA increase in noise. The Board asked would traffic double on I-25 once the re-stripping adds a lane; so can we still get to threshold where CDOT will pay for mitigation?

Cerjan: CDOT will protect a neighborhood, not just one small area where noise impact exists. CDOT does look at cost-benefit (how much does it cost to mitigate noise for how many homes?)

J. Vickers: Will the newly striped lane affect noise levels especially since it is coming closer to Village homes? Cerjan: It depends on the elevation of the road in relationship to the homes.

Resident: If the new lane added along with the exit lane takes out some of the existing berm, will that raise the noise level? Cerjan: CDOT will replace any berm removed for the exit with a wall or something for noise mitigation.

The Board stated that the information is not too encouraging because we are noisy but not noisy enough to warrant CDOT noise mitigation efforts. Cerjan: Claims that the new projected model with future traffic factored in, we might make the threshold.

The Board asked Hankard Environmental, what is the time frame? Cerjan: The model is in process and the draft report is expected in a couple of weeks. We should know if CDOT will look at us.

## VIII. New Business

### A. Annual Meeting Date

Proposed Date for the annual meeting - March 9, 2009.  
Village Reporter Election Edition – Feb. 2009.  
Annual Package Mailing – Jan. 28, 2009  
Nomination Committee Review - Dec. 17, 2008  
Board Candidate Filing Deadline – Dec. 15, 2008

Mark Larson reported there is no conflict with school Spring Break dates. Discussion on where to host meeting; check for availability at the High School, the Country Club and at the new events center, Cielo, if it is finished in time.

### D. Rats

*(Advanced on the Agenda)*

Arlene Raskin, co-chair of the Wildlife Committee presented information about rats. The Village has Wood Rats and Norway Rats. They are all pests, varmints. The Norway rat population is up. Norway Rats have a scaly tail while Wood Rats have a hairy tail. The best way to deal with them is to hire a pest control specialist. They use fumigants, traps and repellants. Residents are encouraged to seal all openings into the house and reduce vegetation covering near the house, and keep trash in containers. Ultrasonic devices do not seem to work while there is some success with the use of visual devices such as owls. There has been no Bubonic Plague in rats studied in the area. There has been a surge in the population of Norway Rats. The carnivore cycle is down, fewer coyotes to control the rat population. She recommends we send a message out to community regarding rats encouraging residents to contact a pest specialist if they have rats. The Wildlife Committee is not requesting that the Board take action at this time. The Board suggested that the Wildlife Committee work with the Communications committee to put out information regarding rats.

### B. Village Access to View Metro Facilities

Resolution by the Board of Directors of Castle Pines Homes Association, Inc. regarding Policies for Public Access to Castle Pines Metropolitan District Facilities was presented. A similar resolution was passed by the Castle Pines Metropolitan District Board of Directors.

## **Motion**

**Upon motion duly made and seconded, the Board unanimously approved to adopt the resolution regarding policies for public access to Castle Pines Metropolitan District Facilities, and to include the following additions:**

- 1.) " Whereas the Castle Pines Metropolitan District has adopted a similar resolution...**
- 2.) "This resolution shall remain in effect so long as the Castle Pines Metropolitan District resolution remains in effect.**

### C. Resident Use of Association Facilities Policy

The Resident Use of CPHA Facilities Policy was reviewed by the Parks and Recreation Committee. There is presently no formal policy in place. The CPHA building has a specific room use policy. Canyon Club does not allow reservations. A question was asked regarding charitable events sponsored by an individual, specifically Toys for Tots. The policy specifically states the Homes Association does not allow charitable events sponsored by any individual using Homes Association common space or facilities. Question was asked if there could be some discretion by the Board regarding charitable events.

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adopt the policy regarding Use of CPHA Facilities submitted by the Parks and Recreation Committee.

#### **D. Lagae Road Vacation**

Mark Larson drafted a letter to the City of Castle Pines North in response to their "21-day Referral Response Request". The Board expressed concern regarding CPN snow plowing their portion of Lagae during the construction process. The Board requested that a meeting be set up to include all parties responsible for the road--City and County. The Board requested that Mark forward the letter as written to CPN.

#### **E. Vickridge, 107 Castle Pines Drive North**

Jack Vickers brought this parcel before the DRC with the intention of having it platted into 4 residential lots. The County has asked for a comment from CPHA prior to approving the new platte. The DRC has no objection. A document from the County needs to be signed by the CPHA.

#### **H. Castle Pines Parkway Fire Station Relocation**

*(advanced on the agenda)*

The fire station at the intersection of Lagae and Castle Pines Parkway in the City of Castle Pines North also provides service to part of the Village--through Gate 5 up to the Cliffs. The South Metro Fire District board is looking at possible areas for relocation of fire station #36. Should that station be relocated CPHA would request that it be moved to the corner of Monarch and CP Parkway. This location would actually enhance response time to the Village. If this location is not a possibility then the CPHA would request that the fire station remain in its current location. A meeting of the SMFD board is scheduled for October 15th at the Douglas County Montessori School. Board President Jerry Raskin will be in attendance with General Manager Mark Larson to present CPHA's position formally to the SMFD Board.

**Motion** Upon motion duly made and seconded, the Board unanimously approved the Resolution by the Castle Pines Village Board of Directors Concerning the Relocation of the South Metro Fire Station #36.

## **G. Technology Committee Formation - Al Dugan**

This topic to be moved to next month's Board agenda in October.

## **IX. OTHER BUSINESS**

### **A. Village Beautification**

A package was sent to Board members for their review. Areas to be addressed by the CPHA include: residents, builders, HA property, Metro properties, non-developed property (all owned by Jack Vickers), Golf Club and Country Club property. For conservation easements responsibility is typically not transferred away from the owner and they are required to maintain that property.

### **B. Village Signage - Mark Larson**

Mike Buck from CPV realty has agreed to revise his signage in the village to comply with DRC requirements. Of the five original signs there are only three remaining.

### **E. Train Noise Study Update - Mark Larson**

The City of Castle Rock is presently in phase one of their study process which is to conduct a noise study of impacted areas. They have not yet come into the Village for this study.

### **F. 2 Borealis - Mark Larson**

Construction efforts are still not completed and there is no new news to report. The CPHA does have a court order but the determination has been made to let the homeowner try and get the work done.

### **G. Summit Club - Mark Larson**

Mark Larson has been meeting with Rob Johnson, and resident Stacie Chadwick representing the Parks & Recreation Committee has also been in attendance. The project is coming along but is not completed. Rob gave a date of middle of October but not a definitive completion date. Pool decking is to be poured this week and the lockers in the restrooms have been installed. The playing field installation is planned for the fall.

### **H. Water Conservation – John Gray, Castle Pines Metro District**

The Metro Board approved some of the new rates at their last board meeting. They are scheduled to go out in the October billing statement.

## **XII. IMPORTANT MEETING DATES**

The October 2008 Board Meeting will be held in the Castle Pines Homes Association conference room located at 688 Happy Canyon Road, Castle Rock on Friday, October 17, 2008, 7:00 a.m. Executive Session, 8:00 a.m. Regular Meeting.

### XIII. ADJOURNMENT

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adjourn the September Board of Directors' Meeting at 1:25 pm.

Respectfully Submitted by,

Lisa Goodwin  
Administrator