

**Castle Pines Homes Association
Board of Directors**

Executive and Regular Meetings

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

Friday, December 18, 2009

ATTENDEES: Directors Ed Will, President; Al Dugan, Vice President; Dan Roth, Treasurer; Kim Wagner, Director. Present from the CPHA staff: General Manager Mark Larson, Chief of Emergency Services Drew Grant, Accountant Carol Tilton, and Administrator Lisa Goodwin.

OTHERS PRESENT: Paul Dannels and Jon Gray from the Metropolitan District; Residents: Len Jacob, Jack Hummel, Craig Sundquist, Marti Jones, Monica Flinner-Ross, Norm Froman, Gene Roberts and John Hemmer.

EXCUSED: Director Jim Walker, Secretary.

MEETING AGENDA: See attached.

I. EXECUTIVE SESSION

The Board of Directors met in an executive session and discussed legal and personnel matters and other topics. Several of these topics were discussed during the open session.

II. CALL TO ORDER

The general meeting was called to order at 8:04 a.m. Mr. Larson requested that item 'A' of the Information/Direction portion of the meeting agenda "New Home Construction Deposit" be deferred until the January 2010 meeting. Mr. Larson stated that he would like to have Director Walker who is also the Chairman of the Design Review Committee present for the discussion on this topic. In addition Mr. Larson requested that item "B" under Action Items also be deferred. Mr Larson stated that more information on this topic needed to be obtained prior to the Board of Directors taking action. The Board of Directors agreed to remove these agenda items as requested.

III. 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. No conflicts were identified.

IV. MINUTES

Motion Upon motion duly made and seconded, the Board approved to accept the November 20, 2009 Board of Director meeting minutes with modifications as noted.

V. FINANCIAL REPORT – Len Jacob, Chairman Long Range Planning and Finance Committee

Mr. Jacob presented the November Financial Report. (*See Tab #2 of the December 2009 Board Package*)

Mr. Jacob reported:

- That net operating cash for the end of the year is forecasted to be a positive \$127,000.
- Two Certificate of Deposits in the Homes Association reserve account are scheduled to mature in December and will be reinvested at current rates.
- The end of the year bill for the copier lease is higher than expected; a cost comparison will be done between competing companies and other printing options.
- VLFC expenses in 2010 will be split into two categories: exercise equipment and pool equipment to allow better tracking of those expenses.

In response to a question by Director Dugan Mr. Larson reported that the plumbing issue in the CPHA building has been resolved but will need to be monitored via camera scope, and/or a flushing of that line yearly. Mr. Larson further reported that the CPHA received the check for the \$40,000 bond posted with the Douglas County District Court from the King hunting issue.

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

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

No homeowners requested to be heard.

VII. MANAGEMENT REPORTS

A. General Manager – General Manager Mark Larson

Mark Larson, General Manager of the Castle Pines Homes Association, presented his Management Report. (*See Tab #3 of the December 2009 Board Package*)

Mr. Larson reported that representatives from the Cherokee Ranch attended the Wildlife Committee's December meeting. The Cherokee Ranch representatives reported to the Wildlife Committee that the Douglas County Planning Commission hearing scheduled for January 2010 regarding the proposed expansion of Waste Management's landfill at its current site near Sedalia, has been delayed until at least April 2010. The representatives requested that the CPHA Board of Directors wait until a few weeks before the hearing date to write to the Planning Commission protesting the landfill expansion.

Mr. Larson also reported that one of the banks the Board had approved (Bank of Choice) for establishment of banking relations in November was not able to provide the Homes Association adequate internal control measures, and as a result a Certificate of Deposit had not been opened with that bank. The Board requested that Mr. Larson prepare a resolution removing Bank of Choice from the approved banking relations list and present the resolution for Board consideration at the January 2010 monthly Board meeting.

Mr. Larson reported that the Board approved by email a request by Castle Pines Village Properties, LLC for an extension of the lease for the sales office located at Gate 1 until January 31, 2010. A copy of the letter sent to Jack Vickers III regarding the terms of the lease extension was attached to the General Manager's report. *(See Tab #3 of the December 2009 Board Package)*

B. Design Review Committee (DRC) Report – General Manager Mark Larson

Mr. Larson reported that the DRC continues to meet monthly on the Wednesday prior to the Board of Directors meeting. Overall there has been very low activity. DRC is presently looking at several small remodeling projects.

C. Emergency Services (ES) Report – Drew Grant, Chief of Emergency Services

Chief Grant presented the Emergency Services report. *(See Tab #3 of the December 2009 Board Package.)*

In addition to his written report Chief Grant reported that there were ten home water line breaks in December due to cold weather. Mr. Grant thanked Metro for their quick response in shutting off the water at these homes. ES Administrator Emily Ostby has been calling the banks and realtors associated with vacant homes ES is aware of in the Village, advising them to keep the heat turned on in order to prevent the water pipes from freezing and breaking.

Chief Grant reported that ES has implemented the parking plan requirement, and so far it has been working very well. To date ES has averaged 15 parking plans for resident parties per week. Notice of the parking plan requirement has been posted in the email blast, the web site, the Village Reporter and on gate signs at all entrances to the Village.

Dispatch Officer Bill Hartley retired after 11 years with ES. A recognition ceremony has been planned for Bill at the staff holiday party on Wednesday, December 23rd at 12:30 p.m. Everyone is invited to attend.

Chief Grant further reported that a mandatory customer service training course was held for all CPHA and ES staff members. The course was facilitated by Adam Contos, a Senior Vice President at Re/Max and customer service training professional.

Transponder sales have decreased. Vacation checks have averaged 69 daily for the month.

Chief Grant provided a handout to the Board on traffic statistics from 2003 to 2009 showing the number of tickets given to homeowners versus non-homeowners (see attached). At the December Emergency Services Committee meeting it was discussed that notice should be provided to Homeowners through the email blast, web site and Channel 22 as to where and when ES officers will be concentrating traffic enforcement. Director Dugan stated that both education and enforcement are necessary to resolve the speeding issue within the Village. The Board asked that Chief Grant revise the spreadsheet to indicate how many of the traffic violations were for speeding.

VIII. ACTION ITEMS

A. Approval of 2010 Annual Meeting of the Members Agenda

(See Tab #4 of the December 2009 Board Package)

Mr. Larson presented a draft agenda for the Homes Association Annual Meeting of the Members scheduled for Monday, March 8, 2010 at Cielo at Castle Pines, 484 West Happy Canyon Road. The Board directed that Director Wagner, in her capacity as the Chairperson of the Nominating Committee, replace Director Ed Will on agenda item III A, Election of Director, and on agenda item IX, Election Results Announcement. The Board directed that item VIII be expanded to include an update of the train whistle issue and these items shall be presented by Director Will.

B. Resolution on 401K Plan

(See Tab #5 of the December 2009 Board Package)

This item was removed from the agenda, and will be rescheduled for discussion at a later date.

C. Resolution on Construction Parking

(See Tab #6 of the December 2009 Board Package)

Mr. Larson reported that several measures have been implemented to help with the parking issues at construction sites within the Village and the roadside damage that occurs. The DRC has added a statement to their approval letters which requires an approved parking plan be obtained from Emergency Services prior to the start of any construction. Mr. Larson commented that the DRC was not required to approve home interior remodels and therefore the requirement for a parking plan to be obtained is not enforceable. To help correct that issue Mr. Larson presented to the Board for their consideration a resolution adding a requirement to the Homes Association Rules and Regulations that residents are required to ensure their contractors abide by the applicable parking rules and ensure they obtain an approved parking plan prior to the commencement of interior residential work. Mr. Larson further stated that after the first of the year Jo Lewis will undertake the project of updating the CPHA Rules and Regulations document to include all resolutions passed by the Board to date. Chief Grant stated that the Vacation Check Officer is assisting Jo Lewis in monitoring parking compliance at all construction sites.

Motion Upon motion duly made and seconded, the Board unanimously approved the resolution entitled "Policy Regarding Vehicle Parking".

Mr. Larson stated that this resolution will be included in the board package for the upcoming Annual Meeting. The Board requested that the next Village Reporter include an article on the resolution.

D. Technology Committee Expenditure Request
(See Tab #7 of the December 2009 Board Package)

Technology Committee members John Hemmer (Chairperson) and Norm Froman presented to the Board an expenditure request to hire an outside consultant for the purpose of conducting an engineering study to determine the technical requirements necessary to undertake the project of installing a wireless system for several of the gates and other CPHA facilities. The information provided by the study would enable the Technology Committee to prepare an RFP for the purpose of soliciting bids from contractors that install these types of wireless systems. Mr. Larson stated that the funds for the consultant would be applied to the Professional Services line item in the 2010 budget.

Motion Upon motion duly made and seconded, the Board unanimously approved the Technology Committee's expenditure request of \$2,700 to hire the contractor Microwave Radio Networks for the purpose of conducting a site survey to determine the necessary technical requirements for the installation of a wireless system to cover the five CPHA locations as indicated within the proposal.

E. Parks and Recreation Committee Membership Appointment
(See Tab #8 of the December 2009 Board Package)

Mr. Larson stated that the Parks and Recreation Committee was requesting the Board approve resident Vic Pluto as a member of the Committee.

Motion Upon motion duly made and seconded, the Board unanimously approved the appointment of resident Vic Pluto to the Parks and Recreation Committee.

IX. INFORMATION/DIRECTION

A. New Home Construction Deposit

This item was removed from the agenda and will be rescheduled for discussion at a later date.

B. Castle Pines Metropolitan District Items

Paul Dannels, General Manager of the Castle Pines Metropolitan District, reported that in the R-66 plat (located in the Village) approval process, one of the County Commissioners added plat language stating that the property does not have a sustainable water supply. The Metropolitan District is planning to meet with the County Commissioner to express their concern regarding this statement, and to discuss the District's efforts in utilizing surface water as a renewable source of water.

Mr. Dannels reported that the Metropolitan Board of Directors wrote a letter to the County Commissioners regarding the plan to install roundabouts on Happy Canyon Road. At last month's Metro District Board meeting the Metro Board approved the proposed plan, and since that time has received full approval from the Town of Castle Rock and the Federal Highway Traffic Safety Administration. The Metropolitan District is planning to schedule an open house for the community on the roundabouts. Mr. Dannels also stated that he will be presenting this issue to the CPHA Board at the January 2010 meeting.

Mr. Dannels reported that Mr. Fellows may be selling his property at North Lagae. The Metropolitan District is concerned about the removal of wastewater from the property. Presently, the most cost efficient option for the landowner is to direct the wastewater to the Plum Creek Wastewater Authority. This would require that a pipeline be installed directly beneath and down the center of Happy Canyon Road. This pipeline would need to be between 24 to 36 inches in diameter, and would have to be laid at least 15 feet below ground. If the roundabouts were installed they would likely be destroyed to facilitate the installation of the sewer line. Mr. Dannels reported that another option would be for the property owner to go to the City of Parker for removing the wastewater but this could be a more expensive option. The Board stated that the Homes Association must lobby the County Commissioners, and send a letter to get that opposition on record. The Board of Directors instructed Mr. Larson to draft a letter to the Douglas County Commissioners for Director Will's signature.

C. Forest Stewardship Issue

Jack Hummel, Chair of the Forest Stewardship Committee, presented to the Board on the issue of the visibility of property number signs. Mr. Hummel stated that the Community Wildfire Protection Plan (CWPP) completed by Anchor determined that the Village should do a better job of identifying house numbers for emergency services personnel. The Forest Stewardship Committee looked at different possibilities and determined that replacing the black numbers on the mail boxes with white reflective numbers would make Village homes easier to identify, particularly at night. For those homes that have their numbers on brass mounted to the stucco, such as the Greens and the Fairways subdivisions, a plaque with the white reflective numbers could be placed over the garage door. The cost for this project is estimated to be between six and seven thousand dollars with the bulk of the cost going towards labor to install the numbers. Mr. Hummel stated that Paul Dannels, General Manager of the Metropolitan District, offered to provide their summer labor to assist with the project. The Board stated that a third-party contractor should be hired in order to ensure that the numbers are uniformly placed on all mailboxes. Mr. Larson stated that the DRC has stated that what is being proposed is not aesthetically acceptable, and therefore they have not approved the use of the proposed numbers. The Board stated that the Emergency Services Committee and the Design Review Committee need to finalize a recommendation and then report back to the Board.

D. Access Control/Parking Plan

Chief Grant reported that all renovations to Gates 2 & 4 have been completed. ES was overwhelmed on Thanksgiving Day with approximately 170 requests for visitor pin numbers. The process of obtaining a pin number has been publicized through the email blast, Channel 22, gate signs and the web site in advance of Christmas and New Year's to encourage residents to obtain the pin numbers for their guests before the holidays.

Chief Grant stated that should a resident need extended gate access for a visitor or guest, ES can loan a resident a transponder for a \$100 refundable deposit, and for a time period not to exceed 30 days. The transponder must then be returned in good working condition.

The Board of Directors stated that the topic of Access Control should no longer remain a standing Board meeting agenda item, and will instead be discussed as needed.

F. Lagae Property Update

Director Will reported that there is no update at this time.

The Board of Directors stated that the topic of the Lagae Property should no longer remain a standing Board meeting agenda item, and will instead be discussed as needed.

X. IMPORTANT MEETING DATES

Mr. Larson reported that the January 2010 Board Meeting will be held in the Castle Pines Homes Association Conference Room located at 688 Happy Canyon Road, Castle Rock on Friday, January 15, 2010, 7:00 am Executive Session, 8:00 am Regular Meeting.

Mr. Larson also reported that due to scheduling conflicts with their Board members the Metropolitan District has moved their January Board meeting to the same date as the CPHA Board meeting.

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the December Board of Directors Meeting at 9:33 am.

Respectfully Submitted by,

Lisa Goodwin
Administrator