ATTENDEES: Directors Terry O’Connor, President; Chuck Skinner, Vice President; Linda Battin, Secretary; Len Jacob, Treasurer; Doug Cooper, Assistant Treasurer. Present from the CPHA staff: General Manager Mark Larson, Director of Emergency Services Rick Plotke, Accountant Carol Tilton, and Senior Administrator Lisa Goodwin.

OTHERS PRESENT: Castle Pines Metropolitan District Manager Jeff Coufal; residents: Nick Gilida, Craig Sundquist, Mark Horowitz, Gary and Lisa Bartmann, Ron and Kathleen Eller.

EXCUSED: N/A

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 6:38 pm

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. No conflicts were identified.

III. JUNE 2017 MEETING MINUTES
(See Tab #1 of the July 2017 Board Package)

Upon motion duly made and seconded, the Board approved the June 2017 Board of Director meeting minutes with corrections as noted.

Director Battin abstained due to having been absent for the June Board meeting.
IV. HOMEOWNERS REQUEST TO BE HEARD

Resident Nick Gilida of 840 Swandyke Court requested to be heard on the issue of fencing along the border of the Village and Daniels Park Road. Mr. Gilida stated that he and several other residents in the area have discussed the issue of fencing along Daniels Park Road. Mr. Gilida stated that he does not want a fence. Director O’Connor reported there is currently no definitive plan in place for fencing in this area; there are several considerations that will affect what type of fencing if any is used, including wildlife migration.

Director Battin reported that she and Mr. Larson met with residents Terry and Patricia Fiske to discuss their concerns about increased traffic creating additional noise and the possibility of trespassing from Daniels Park Road. Director Battin reported that Mrs. Fiske sent out an email survey to her neighbors to gather their opinion regarding traffic noise, trespassing and fencing.

Mr. Gilida stated the speed limit is too high on Daniels Park Road and creates a hazard for wildlife, pedestrians and joggers. Mr. Gilida asked the Board to appeal to the County on the issues of noise pollution (ie: truck jake brakes) and excessive speeding. Mr. Gilida reported the speed limit on Daniels Park Road is 40 mph with pedestrian access, however the speed limit on Happy Canyon Road is 30 mph with no pedestrian access. The Board directed M. Larson to discuss these issues with representatives from Douglas County and report back to the Board on the result of those conversations.

Several residents were in attendance to discuss the issue of failing decks on Toll Brothers homes in the Summit area. Mr. Larson stated this issue was slated for discussion during his Manager’s report, later on the agenda. The Board agreed to advance this discussion. Mr. Larson reported the Board discussed this issue in today’s Executive Session. Regarding the requests made by Mr. Horowitz at the June Board meeting, Mr. Larson reported the following:

- The Homes Association will move forward on providing a letter stating the CPHA has reviewed internal records and found no documentation that the CPHA required that the underside of the deck structure on homes built by Toll Brothers be painted. The letter will be provided to Mr. Horowitz and he can then distribute the letter to other residents as needed/requested.
- The Board determined they would not send a letter to Toll Brothers requesting a mold evaluation be completed on Toll Brothers homes built in the Village.
• The Board did agree to provide Mr. Horowitz with the mailing labels if requested for residents in the Summit area, but will not provide the in-house resources to create a letter on CPHA letterhead.

Mr. Horowitz stated that he would like to reserve the option to come back to the Board to request further assistance should there be a significant number of homes with mold as a result of these decks. Director O’Connor reported that we have gone through our files to reach the conclusion that there is no written documentation that the CPHA required the underside of decks on homes built by Toll Brothers be painted. Director O’Connor added that on advice of counsel the Homes Association will not engage in direct communication with Toll Brothers on this issue.

V. ACTION ITEMS

A. Confirmation of Email Vote to Establish a Banking Relationship
   (See Tab #2 of the July 2017 Board Package)

Mr. Larson reported that at the June Board meeting the Board approved a banking relationship with the Denver Credit Union, however in the process of opening an account the credit union had requirements that were both onerous and complicated. As a result the Long Range Planning and Finance Committee explored other options for the investment of funds. The Long Range Planning and Finance Committee recommended that a banking relationship be established with the Denver Community Credit Union

Mr. Larson reported that following the email approval, he and Director Jacob opened up a bank account in the amount of $240,000.00 with the Denver Community Credit Union. Mr. Larson reported the deposit is insured through the Federal Government and that the establishment of the relationship is in accordance with the Homes Association’s investment policy.

Upon motion duly made and seconded, the Board unanimously approved to confirm the email approval establishing a banking relationship with Denver Community Credit Union as presented.
VI. INFORMATION/DIRECTION

A. North Meadows Extension Mitigation Update

Mr. Larson presented a slide presentation (see attached handout of slides) and reported the following:

- We are nearing completion of the planned mitigation project that was originally approved.
- By the end of this week there will be 192 trees installed.
- Berms have been placed along the border of the 13-acre parcel.
- The roadway to the emergency access/exit will be paved as soon as the underlayment is dry.
- Berms were installed behind the houses that are on Covelo Drive off of Castle Pines Drive South. Trees added to these berms will create additional screening.
- The perimeter fence installation has taken longer than anticipated but is nearing completion.

Regarding additional mitigation work, Mr. Larson asked the Board for approval to purchase approximately 20 additional trees to be installed along the border of Santa Fe, north of the intersection at Castle Rock Parkway, and at the pinch point along Castle Pines Drive South. Mr. Larson reported it would cost approximately $20,000.00 to install the trees – funding it from the budgets for landscaping projects and mitigation funding. Mr. Larson added that the positive variance in the budget for the installation of the emergency exit roadway will counterbalance this expense in the overall budget, as the final cost for the emergency roadway is approximately $30,000 less than originally budgeted. The Board thanked Mr. Larson for the update and agreed with the plan for the additional trees.

B. Compliance Coordinator Update

Mr. Larson provided an update on the tasks and activities being conducted by the CPHA’s new Compliance Coordinator, Kat Egan. Mr. Larson reported the following:

- Ms. Egan has been actively conducting compliance activities since mid-June
- There are several types of written notice letters sent to homeowners: friendly reminders, first notice of violation, second notice of violation, and Enforcement Committee hearing letters.
- Thank you letters are also being sent to residents when the issue has been resolved.
In June, there were 89 written notices issued: seven friendly reminders; 80 first notices sent (primarily for dead trees); and two second notices.

Examples of letters being sent out include: landscape maintenance, dead tree, posted sign, unapproved trash can, and unapproved play equipment.

Mr. Larson stated that he and Ms. Egan will soon go out into the community at night to review lighting issues.

The Board discussed the need for Emergency Services to coordinate with Ms. Egan on lighting, trash and other violations that the Patrol Officers are finding while driving through the Village during the evening or early morning hours. The Board asked Mr. Larson to provide the Board with quarterly updates on Covenant Enforcement activities.

VII. MANAGEMENT/LIAISON REPORTS

Advanced on the Agenda – originally scheduled to be discussed during the General Manager’s Management Report

Mr. Sundquist as the Chair of the Communications Committee was present to discuss the upcoming Volunteer Recognition Dinner scheduled for September 13. Mr. Sundquist and Mrs. Goodwin reported the following:

- The event will be very similar to last year’s event, including an upscale, casual buffet style dinner, live music and entertainment (Cody the Magician).
- The music will be either a single guitar player or a duo. The music will be softer this year to allow for better conversation.
- The theme is “Colorado Casual” and the committee is currently reviewing both invitation design and menu options.

Mr. Sundquist reported the Communications Committee discussed the issue of providing communications from the CPHA on Nextdoor.com. Mr. Sundquist stated the Committee determined that CPHA notices not be posted on Nextdoor.com. The Board discussed this issue, and agreed with the Committee’s recommendation to not post CPHA notices or to respond to issues raised on Nextdoor.com.

A. Metropolitan District Items – Jeff Coufal

Mr. Coufal reported the following:

- There are a couple of projects still to be completed by the Metro District, including the completion of the emergency access road on the south side which has been delayed due to wet weather.
- A significant project that will begin in the next couple of months will be to replace every water meter at every home in the Village. The existing system was sold as
being able to detect leaks but has proven to not be very effective at doing so. The new water meters will better communicate with the District’s main system should there be a leak in a resident’s home.

B. General Manager – Mark Larson

Mark Larson, General Manager of the Castle Pines Homes Association presented the Manager’s Report, (See Tab #3 of the July 2017 Board Package). Mr. Larson presented several slides (see attached handout of slides), and reported the following:

- A letter to Douglas County regarding our request for the continued installation of curb and gutter on Happy Canyon Road, from the Gate 1 roundabout to I-25, was signed by Director O’Connor and mailed. A copy of the signed letter was handed out to the Board (see attached handout of letter).
- Mr. Vickers has appointed resident David Culberson to the Design Review Committee to fill one of Mr. Vickers two seats on the Committee.

C. Emergency Services (ES) Report

Rick Plotke, Director of Emergency Services, presented the Emergency Services report. (See Tab #3 of the July 2017 Board Package).

Chief Plotke reported the following:

- ES responded to 740 incidents in June with eight medical events.
- There were 140,000 gate entries including 50,000 guests.
- Corporal Josh Nowak was promoted to Sergeant and Patrol Officer Stephanie Huddleston was promoted to Corporal.
- Regarding Comcast internet service to be installed at the gates: Comcast notified us they will not honor their original quote for installation and instead provided a new, higher quote. Chief Plotke reported he will be back to the Board with more concrete numbers.

Chief Plotke reported that a group consisting of representatives from the Emergency Services, Long Range Planning and Finance, and Parks and Recreation Committees have met to discuss recruiting, hiring and retention practices within Emergency Services. The group will continue their discussions and he will provide a report in a later Board meeting.
VIII. FINANCIAL REPORT: JUNE 2017

Mr. Larson presented the June 2017 Financial Report and reported the following: (See Tab #4 of the June 2017 Board Package).

Capital Budget:
• Next month’s report will include the new air conditioner for the Community Room that was installed this month to replace the one that failed. The cost was approximately $4,400.00. This unit comes up for replacement on the reserve study next year so we did it one year earlier.

Balance Sheet:
• The Certificate of Deposit with the Credit Union of Denver be cashed out and reinvested at the new credit union that was approved today (Denver Community Credit Union).

Income Statement:
• The Trash Expense has increased as we have added additional pickup days for the dumpster behind the CPHA building.
• Emergency Services Labor Expense: we would like to get into a constant hiring mode – continually advertising and evaluating candidates.

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

• Gate M&R includes the cost of replacing a gate arm motor and for repairs needed as a result of the IREA electrical surge in late spring.
• Operational Supplies Expense includes the purchase of five new Surface 3 tablets for the Gates to be used to aid the Gate Officers with processing visitors.
• The Uniforms Expense includes the invoice for three months of cleaning at one time – they did not send us their bills in a timely manner.

Mr. Larson continued the Financial Report, and reported the following:

• VLFC Building M&R expense includes the cost of changing out regular light bulbs that have failed, to more efficient, longer lasting LED bulbs.
• Pool chemical supplies expense is a timing issue across all of the pool facilities.
• We have increased the budget for the Adult Only Social at the Pavilion in order to provide enough food for the attendees. The Board discussed the budget for Parks and Recreation events, and stated that event attendance is exceeding original expectations.
IX. REVIEW OF BOARD DIRECTIVES

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

1. Set up a meeting with the Sub Association Presidents.
2. Request the Town of Castle Rock install a Jake Brakes Sign on Castle Rock Parkway.
3. Request the County reduce the speed limit and conduct road engineering on Daniels Park Road.
4. Provide regular reports on Compliance Coordinator activities.
5. Set up a combined Board meeting with Metro District.
6. Prepare the quarterly reports on Access Control Measures.
7. Send the letter on Toll Brothers deck issue to resident Mark Horowitz.

IX. IMPORTANT MEETING DATES

Mr. Larson reported the August 2017 Board Meeting will be held on Thursday, August 24, 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.

Mr. Larson will be on vacation from August 5 through August 10.

Director Cooper will not be present for the August Board meeting.

The next Castle Pines Metropolitan District Board meeting will be held on Wednesday, August 23, 2017 at 7:00 a.m.

X. ADJOURNMENT

Upon motion duly made and seconded, the Board unanimously approved to adjourn the July Board of Directors Meeting at 9:30 pm.

Respectfully Submitted by,

Lisa Goodwin