

**Castle Pines Homes Association
Board of Directors**

Executive and Regular Meetings

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

Friday, January 16, 2009

ATTENDEES: Directors Jerry Raskin, President; Ed Will, Vice President; Jim Walker, Secretary; Dan Roth, Director; Present from the CPHA Staff were: General Manager Mark Larson, Chief of Emergency Services Drew Grant, Accountant Carol Tilton, Design Review Administrator Jerry Winkelman, Administrator Lisa Goodwin.

OTHERS PRESENT: Matt Buster & Mike Stahely from Jack Vickers office; Paul Dannels & John Gray from the Metro District. Residents: Linda Gruber, Daniel Bailin, Kim Wagner, Rob Wagner, Debbie Taylor, Craig Sundquist, Willis Buehroe, Leslie Fox, Linda Battin, Monica Flinner-Ross, Linda Houston, Ron McConaghy, Marti Jones, Rosemary Nigh, Bill Kingery, Lydia Roberts, Mark Jost.

EXCUSED: Al Dugan

MEETING AGENDA: See attached

I. EXECUTIVE SESSION

The Board of Directors met in an executive session and discussed dues assessments, personnel issues, and legal matters related to these issues. There was additional discussion regarding legal perspective of the road projects. Discussion on the Summit Club would be continued during open session.

II. CALL TO ORDER

The general meeting was called to order at 8:12 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 December 19, 2008 Board of Director meeting minutes with revisions as noted.

V. FINANCIAL REPORT

Leslie Fox of the Long Range Planning and Finance Committee presented the December Financial Report. (see attached)

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

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

Resident Ron McConaghy of 5080 Castle Pines Drive South requested to be heard on the issue of the operating hours for the Village Lake Fitness Center. Mr. McConaghy requested that the Board open the facility 24 hours a day, 7 days a week, or if not possible, then change the opening time from 5 am to 4 am. Monica Flinner-Ross from the Parks and Recreation Committee stated that they have discussed this at previous meetings, and there was concern about access to the pool at night as well as the lights, activity and cars at the building, and how this might affect the residents that live near the VLFC. The door to the pool cannot be locked because it is a fire exit. Mark Larson stated that Chuck Skinner, Chair of the P&R Committee says they would like to go ahead and open the building at 4:30 am and see how it goes. The Board stated that they were okay with P&R's recommendation to open at 4:30 am and to reevaluate at a later date if need be. Notice of the new opening time to go out in the Village Weekly, channel 22 and on the website.

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*)

Ed Will and Mark attended a Castle Rock Town Council Meeting last week where the Town Council discussed the proposed Meadows Interchange. The engineering department of Castle Rock stated to the council that they heavily endorsed the Atrium option with an at-grade solution instead of a raised interchange. This solution however would require the Railroad to relocate a portion of track. The next task for the town was to set up a meeting with the RR to discuss further. By relocating the track the RR eliminates three of the public crossings along Santa Fe, which creates the opportunity to signalize the one crossing near the Village and to then set up a Quiet Zone. In the event that this option for an at-grade roadway does not occur and/or funding becomes a problem the Castle Rock engineering department stated that they would consider reconfiguring the overpass from the Meadows to Santa Fe, lowering Santa Fe, so that the new road way would go under the existing RR bridge. There was no discussion to build at Castlegate.

B. Design Review Committee Report – Jerry Winkelman

Jerry Winkelman, Design Review Administrator, presented the DRC report. (See attached report)

A large estate home at 3 Elk Pointe is currently under construction. Jack Vickers has started to put in the infrastructure at filing 30; current areas in development by Vickers are 14 lots off of Happy Canyon Road and another parcel with 11 lots up near the Summit alongside the Country Club Golf Course driving range. Cielo the event center on Happy Canyon Road is scheduled to open in April.

C. Emergency Services Report – Drew Grant

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

Chief Grant stated that Gate 5 is now fully operational. There has been a 20% increase in incident reports year to date over last year, which is largely attributed to the burglaries over the summer and the increase in alarm calls. In addition, there are also new procedures in place to document calls that were previously not documented such as nuisance animal calls, parking complaints, and residents accidentally setting off their alarms. A new patrol officer has been hired; he was formerly with the LA county Sheriff's office. There have been 6 DUI's recently in the Village, involving residents. The Board stated that we need to communicate to all residents that it is possible to get arrested for DUI in our Village, and requested that a notice be placed in the Village Reporter informing residents that you can call ES at any time for a ride to your home.

IX. NEW BUSINESS

A. Parks & Recreation Capital Request - Mark Larson

The P&R committee is requesting to take the small conference room at the Fitness Center and turn it into a cycling room, and to replace the three large TV's in the downstairs area with flat screens. This capital request was discussed at last month's Board meeting and was deferred back to the P&R committee for further review and consideration. P&R met and discussed the issue and decided to move some of the bikes from the downstairs to the upstairs room, add ceiling fans and a TV, and then see what kind of use the room gets. It was determined that the treadmills and ellipticals get the most use downstairs, and that moving some of the bikes out of that room will free up more space. Four new flat screen TV's will be purchased: three to replace the existing TV's downstairs and the fourth to go in the bike room upstairs.

Motion Upon motion duly made and seconded, the Board moved to approve the Park & Recreation Committee's Capital Request of \$3,400 to purchase four, flat panel TV's and wall mounts for the Village Lake Fitness Center.

B. Web Site Demonstration - Linda Battin & Lisa Goodwin

Linda Battin, Chair of the Communications Committee, presented to the Board the new Castle Pines Village Website. The website is up and running and will have several additions and modifications added to it over the next week. The CPV web site features a new look and better organization of content so that residents can easily find often requested documents and community information. The Board stated that the web site looked fantastic and thanked Linda Battin, Lisa Goodwin, and the Communications Committee for all of their hard work.

C. Nominations Committee - Ed Will

The four candidates for the two Board of Director seats up for election are: Kim Wagner, Pat Jordan, Mark Jost and Jim Walker. Proxies will be sent out in the Annual Meeting packet to go into the mail the first week of February. Proxies must be returned in the provided envelope or dropped off in the secure proxy box located in the CPHA building; the gates will not be accepting proxies. The Village Reporter will be going out by 8th of February and will include an interview with each of the four candidates.

D. Annual Meeting Agenda- Mark Larson

The annual meeting will be held on Monday, March 9th at 7 pm at the Castle Pines Country Club. Mark Larson presented and the Board approved the agenda for the meeting. The Board will hold a planning session with the presenting committees to review presentations prior to the Annual Meeting. The Board would like to have the winners of the election announced that night but stated that it will be their decision (Computershare) as to when they can do it.

E. CPHA Election - Mark Larson

The company Computershare has submitted a proposal to conduct the board election, including receiving and tallying the proxies, counting the votes on the night of the election and reporting the election results. This company has a lot of experience doing corporate elections. The Board stated that Mark would have the signing authority to enter into a contractual agreement with Computershare.

F. Audit Engagement Letter - Mark Larson

The Homes Association received four bids from CPA firms to conduct the 2008 audit. Our current provider, Guy Andrus, came in the best bid.

Motion Upon motion duly made and seconded, the Board moved to approve Guy Andrus to conduct the audit for the Castle Pines Homes Association 2008 financials.

G. Proposed Easement Agreement - Matt Buster

Matt Buster, from Jack Vicker's office, requested from the Board a final signature from the CPHA on the plat document for filing 30. The easement for drainage is along the northern edge of the Summit pocket park. The golf club's irrigation from the driving ranges is presently running into the yards of the homes along side the property line of this parcel. The drainage will alleviate this problem for those homes. The planned subdivision has 11 lots; DRC gave their okay with the condition that the landscaping minimums be the same as what was required for all of the Toll developments. Mr. Buster stated that they were planning on upgrading the landscaping beyond what DRC required. The development plan proposes curb and gutter instead of rip rap. These 11 lots could be platted within the next three to four weeks. After discussion the Board felt that the platting of new lots and acceptance of the new roadway and trail easement was in the best interest of the community, however, they would like some additional information on the new agreement requirements imposed by Douglas County. The Board directed Mark Larson to work with the Metro District, the developer, and Douglas County to resolve this issue.

Motion Upon motion duly made and seconded, the Board unanimously moved to authorize Mark Larson to sign the re-plat document from Dev Vic in which the CPHA would be conveyed Holy Cross road and trail easement as indicated in the Grant of Easement document.

Motion Upon motion duly made and seconded, the Board unanimously moved to approve the presented Grant of Easement agreement between the CPHA and the Metro District for execution with the following amendment- paragraph 3 add, "at the District's expense".

X. OTHER BUSINESS

A. Village Access Control - Craig Sundquist, Daniel Bailin & Drew Grant

There were six points for discussion: (1) replacement of the transponder system from a passive to an active system, (2) additional hours at the gates, (3) discontinuing the access cards, (4) visitor entrance at staffed gates only, (5) implement an annual revalidation of access credentials and homeowner information, and (6) implementing a temporary pin number system. Timing: sale of the new transponders, May - July; system installation, June - July; full transition, August.

The ES committee has been looking at a product called ID Tech, distributed by Door King, which is a device that is mounted on the inside of the windshield and is powered by a battery--similar to the E-470 device. This would be an active system that replaces the current use of RFID energy from the reader with an in-device battery. Because this device makes it much easier to get into the gates than our current passive system, the ES committee stated that it is worth the trade off for the extra costs for device and battery. The active transponder can also be shut off for that car if your car is stolen.

The ES committee outlined the following recommendations for access control. Beginning March 2nd gate staffing hours will be increased as follows: Gates 1 & 4 will be staffed 24/7; Gates 3 & 5 will be staffed 7 am to 7 pm (Mon-Sat); Gate 5 will be staffed on Sunday from 9 am to 5 pm. Beginning March 16th, ES will implement the following visitor entry requirements: non-credentialed visitors must enter through a staffed gate. Residents will be able to obtain a "one time" pin number for their guests to use at the gates. Beginning in August, ES will discontinue access cards for gate entry to be replaced by an active transponder system. Cards will still be used for access to the VLFC, HA office and Summit Club.

Resident education on these new access control policies will include a special insert in the February Village Reporter, Gate Signs, notices in the Village Weekly (eblast), the Country Club newsletter, presentations at sub-association monthly meetings, the web site and channel 22.

The Board thanked the ES committee for their hard work and dedication to developing a secure and efficient access control system for the Village.

Motion Upon motion duly made and seconded, the Board unanimously moved to approve the four recommendations of the ES committee for access control.

The Board stated that they were not at this time approving expenditures for access control. The ES committee would come back to the Board in March with a formal request for capital expenditures.

B. Open House Policy - Linda Gruber & Mark Larson

Resident and Real Estate Broker Linda Gruber stated to the Board that her group's intention in revising the Open House policy is to remove inconsistencies, evaluate what is not being enforced, and update the policy to be more relevant to current market conditions. The Board reviewed a summary of the changes being proposed to the policy. Four issues were addressed: (1) signage, (2) access requirements, (3) single broker listings, and (4) scheduling.

Motion Upon motion duly made and seconded, the Board unanimously moved to approve the Open House policy as presented, with the condition that it be implemented for six months to see how it operates and then revisited by the Board.

C. Summit Club - Mark Larson

Mark, Ed Will, Jim Walker, and Stacy Chadwick walked the property several times with the developer. Mark stated that we are about to move forward to accept the facility with the punch list of 15 items to be completed. Mike Stahely from Aslan stated that "We believe the Summit Club facility is substantially complete. The county has issued a certificate of completion. Aslan has fulfilled its responsibilities and would like the Board to accept the facility contingent upon the completion of the list of 15 punch items. The Board stated that in accordance with our agreement with Aslan Rivendell the Homes Association requests a conveyance of a clear title with no encumbrances and subject to a title commitment policy.

Motion Upon motion duly made and seconded, the Board unanimously moved to accept ownership of the Summit Club building with the understanding that the punch list of seasonal items be completed by May 15th and non seasonal items be completed by the closing, and provided that the following be in place: that there be a clear title with no encumbrances, that the CPHA have title insurance, and that we also have our own insurance in place prior to taking full ownership.

F. Water Conservation - Paul Dannels & John Gray

Paul requested that this agenda item be changed to "Metro District Matters" so as to include other issues not related to water conservation. John provided the board with a photo diagram indicating how the entrance to Gate 5 can be modified to eliminate the stacking of cars at the gate. The Board stated that it looked like a very good proposal. Paul stated that it would first have to go through the Metro Board for approval.

XII. IMPORTANT MEETING DATES

The Annual Meeting of the Members will be held on March 9, 2009 with the location to be determined.

The February 2009 Board Meeting will be held in the Castle Pines Homes Association conference room located at 688 Happy Canyon Road, Castle Rock on Friday, February 20, 2008, 7:00 a.m. Executive Session, 8:00 a.m. Regular Meeting.

Mark Larson stated that on January 20th, noon at the Country Club, the Emergency Services Committee would be hosting an appreciation lunch for several members of the Castle Rock police department and the Douglas County Sheriff's Office to thank them for their help during the string of burglaries in the Village last summer.

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the December Board of Directors' Meeting at 12:20 pm.

Respectfully Submitted by,

Lisa Goodwin
Administrator