

**Castle Pines Homes Association
Board of Directors**

Executive and Regular Meetings

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

Friday, November 21, 2008

ATTENDEES: Directors Jerry Raskin, President; Ed Will, Vice President; Al Dugan, Treasurer; Jim Walker, Secretary; Dan Roth, Director; 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.

OTHERS PRESENT: Paul Dannels from the Metro District. Mike Stanley from Jack Vickers' office. Residents: Marti Jones, Bill Kingery, Len Jacob & Linda Houston.

MEETING AGENDA: See attached

I. EXECUTIVE SESSION

The Board of Directors met in an executive session and discussed legal matters with respect to various property fines and landscaping issues within the Village. Also discussed was the formation of a nominating committee for the upcoming election of two Board of Directors seats, and compliance issues with SBC100.

II. CALL TO ORDER

The general meeting was called to order at 8:00 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 October 17, 2008 Board of Director meeting minutes with revisions as noted.

V. FINANCIAL REPORT

Len Jacob presented the October Financial Report. (see attached)

Motion Upon motion duly made and seconded, the Board unanimously approved to accept the October 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*)

The Volunteer Recognition Dinner is scheduled for October of next year at Cielo. The Wildlife Committee has completed their bluebird box project and Metro will be installing the boxes at various locations around the Village. The Boxes were built by residents.

B. Design Review Committee Report – Jerry Winkelman

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

DRC has only approved 4 homes for construction this year to date. Most of the current construction going on in the Village is from a previous year's approval process.

C. Emergency Services Report – Drew Grant

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

Incident report statistics have gone up slightly, primarily due to parking and speeding violations. The Board asked that ES monitor the stop sign at the corner of Orofino & CP Drive South; a Board member stated that he has personally witnessed many cars driving right through the stop sign. The Pancake Breakfast was a big success, and Mark Larson and Greg Braden were recognized for their hard work in doing all of the cooking. The new hours for transponder card sales have go into effect. ES is presently up to a staffing level of 26 employees.

HBE/Securus was called out to Gate 5 on a trouble call for the gate arm, however they did not identify a problem nor fix the gate arm; soon after several cars were struck by

the gate arm at Gate 5. On a return visit to fix the gate arm HBE indicated that they did find a problem with the gate arm. The HA has contacted our attorney to put HBE/Securus on notice that they are responsible for the damage caused to vehicles due to their inability to fix the gate arm.

Douglas County Sheriff's Office reported that they arrested two individuals that were responsible for the thefts that occurred in the Village. The Board will send a thank you letter to DCSO for their efforts. A special e-blast will go out informing residents.

The South Metro Fire District has determined that the fire station located on Castle Pines Parkway will not be relocated.

IX. NEW BUSINESS

A. Emergency Service Capital Request

At the October board meeting it was stated that ES would purchase one Chevy Trailblazer and wait on purchasing the second vehicle so that other options could be considered. The ES committee has since determined that the Chevy Trailblazer will be the appropriate vehicle to replace the 9 year old Ford Taurus.

Motion Upon motion duly made and seconded, the Board approved the Emergency Service's Capital Request to purchase a replacement for one ES patrol vehicle.

B. Appointment of Nominating Committee

Two of the Board terms will be expiring at the end of this year. The elections for these two positions will be held at the annual meeting of the members scheduled for March 9, 2009. The CPHA's governing documents require a nominating committee to review interested candidates and make recommendations to the Board.

Motion Upon motion duly made and seconded, the Board approved that the nominating committee for the upcoming election of two, Board of Director's positions be comprised of Directors Dan Roth, Ed Will and Al Dugan.

C. Technology Committee Formation - Al Dugan

Mr. Dugan requested from the Board that the CPHA authorize the formation of a Technology Committee for the purpose of analyzing, auditing, controlling and providing recommendations for the HA's current and future use of telecommunications services and computer technology, both hardware and software (see attached proposal). The TC would also be responsible for overseeing all related 3rd party vendors, and for recommending office business solutions to facilitate better work flows. An article will go out in the first VR of 2009 with a call to all residents with technical expertise and/or access control technology that would like to participate in this committee. The Board stated that an Ad-Hoc committee structure would probably be the best option. The Board gave their full approval to this effort.

D. 2009 Homes Association Budget - Len Jacob

Mr. Jacob presented to the Board a recap on the proposed 2009 budget (see attached handout). The proposed budget will maintain current services plus will extend gate staffing hours, enhance security of the village through gate and access control improvements, provide for the operation of the new Summit Club facility, and include the installation of a new trail to the Summit club. There is an expected increase in our accounts receivable for next year due to projected or potential foreclosures; therefore they are proposing an approximate 2.5% dues increase. The Board stated that the LRP&F has done a fantastic job in analyzing the HA's budget in a line by line fashion and commended Len Jacob, Mark Larson and the members of the LRP&F committee, and the CPHA staff, for having put extensive time and thought into this effort. The Board stated that they were absolutely in favor of maintaining the current level of service, and that the increase in assessments is warranted.

Motion Upon motion duly made and seconded, the Board moved to accept the recommendation of the Long Range Planning & Finance Committee of a budget of \$4.467 million recognizing that there may be a non-cash revenue expenditure of \$90,000 and expenses of \$4.3 million.

Motion Upon motion duly made and seconded, the Board moved to approve an increase in the monthly assessments for custom and cluster homes to \$244 and \$183 respectively, to become effective beginning on January 1, 2009. All residents are to be notified in writing no later than 30 days in advance of that date.

X. OTHER BUSINESS

A. Village Access Control - Drew Grant

The recommendation of the Emergency Services Committee is to install active readers, similar to the type of system used on E-470, as this will not have the windshield problem that we presently have with the AWID system. We can also get a "read" from the car at a farther distance which will allow for the gate to open sooner. The ESC has also been looking at additional staffing for gates 1, 4 & 5 and has been tracking the number of people turned away because they were not called in for clearance ahead of time. In short, the ESC is delaying their final decision on an access control system for three reasons: (1) the AC systems that they are researching use proprietary technology, (2) It would be a better idea to wait until after the winter to install a new systems and (3) they would like to wait and see what the state of the economy is in the Spring prior to submitting capital requests. The Board stated that this sounds reasonable. Drew stated that a 6 month review of the HSS staff and extended gate staffing hours will be done in February. The Board stated that we need to do more notices in the VR about our Access Control efforts. We need to keep informing the community about the tighter adherence to our access control policy. The ESC is planning for a special Access Control edition of the VR in January.

B. 2 Borealis Way - Mark Larson

Mark stated that he has been unable to get in touch with the homeowner as repeated calls have not been returned and emails are bouncing back as undeliverable. Our attorney has stated that we have the option to enforce the provisions of the court order which would allow us to complete the work on the property, estimated to cost approximately \$10,000, and then place a lien on the property. The Board stated that we have exhausted what we can do as a Board on this property. This issue will be removed from future board agendas and will be updated through the General Manager's monthly report.

C. Forest "Cleaning" Project Update

The forest cleaning efforts were well received by the residents affected.

D. Village Survey - Mark Larson

Mark stated that he will come back to the Board in December on the current contractor bid and will also be looking for other vendors to submit a bid. The Board suggested that Mark work with Leigh Kahn to help draft an RFP for this project and to identify and assist in the vetting process of other potential vendors.

E. Summit Club - Mark Larson

There will be a punch list walk and preliminary acceptance by December that will include Mark Larson, Jim Walker and a representative from the Parks and Recreation Committee. Mark asked Vicker's representative Mike Stahley to see if we can be provided with copies of manufacturer's warranties and maintenance manuals at the time of the punch list walk.

F. Water Conservation - Paul Dannels

Presently only the Summit Club has water usage. Metro is going to send the bill for the Summit Club's water usage to Jack Vickers.

XII. IMPORTANT MEETING DATES

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

The December 2008 Board Meeting will be held in the Castle Pines Homes Association conference room located at 688 Happy Canyon Road, Castle Rock on Friday, December 19, 2008, 7:00 a.m. Executive Session, 8:00 a.m. Regular Meeting.

Motion Upon motion duly made and seconded, the Board moved to approve Al Dugan to become now and forthwith the plan administrator for the Homes Association's 401K plan.

XIII. ADJOURNMENT

Motion Upon motion duly made and seconded, the Board unanimously approved to adjourn the October Board of Directors' Meeting at 10:03 am.

Respectfully Submitted by,

Lisa Goodwin
Administrator