

# **Castle Pines Homes Association**

## **Board of Directors**

### *Meeting Minutes*

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

**Thursday, May 23, 2024**

**ATTENDEES:** Directors Frank Jacobsen, President (via video conference); Doug Cooper, Vice President; Chuck Skinner, Treasurer; Wendy Ingraham, Secretary; and Al Notary, Assistant Treasurer. Present from the CPHA staff; Mark Larson General Manager and Assistant Secretary; Matt Wortsman, Chief of Emergency Services; April Clendenin, Chief Financial Officer; Linda Matthews, Executive Assistant/Design Review Administrator; Kevin Olsen, Compliance Coordinator and via video conference, Nathan Nicholas, Facilities Manager.

**OTHERS PRESENT:** Metro District Manager Josh Shackelford and Ryan Graham from The Adams Group, LLC via video conference. Residents via video conference: Cici Holbrook, Gerry Hughes, James Macek, John Manchester, Patty Kincaid, Chris Braun, and David Alexander.

**EXCUSED:** None

### **I. CALL TO ORDER / MODIFICATION OF AGENDA**

Frank Jacobsen called the Castle Pines Homes Association April 25, 2024 Board of Directors Meeting to order at 8:00 a.m. and thanked everyone for their attendance.

Mr. Larson stated there are two modifications to the agenda today. 1. The Emergency Services Committee tabled action on Action Item D. Consideration of Modification to Rules and Regulations Concerning Traffic Control Device Violations. 2. Ryan Graham from The Adams Group will join the meeting for a report on the Homes Association 2023 financial audit but not at a specific time. The items will be heard when Mr. Graham arrives.

### **II. CONFLICT OF INTEREST DISCLOSURE**

Mr. Jacobsen stated the following:

- The Conduct of Meeting Policy states that Board members must disclose any conflict of interest related to this month's agenda items. No conflicts were disclosed.

- These Board meetings are for Members of the Association and invited guests of the Association. If you are not a Member of the Association or an invited guest, please leave the meeting now.
- In accordance with the Homes Association Governance Policy, the Association is the only entity permitted to make audio or video recordings of these meetings.

Mr. Jacobsen shared the following guidelines for the meeting:

- Please keep your microphone on mute until you are ready to speak.
- If you have a question or wish to comment, click the reaction icon at the bottom of your screen and you will be recognized.
- Please limit your comments to two minutes or less and please refrain from attempting to speak while someone else is speaking.

### **III. CONSIDERATION OF MEETING MINUTES**

*(See Tab #1 of the April 2024 Board Package)*

#### **A. April 25, 2024 Regular Monthly Board Meeting Minutes**

#### **Motion**

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the April 25, 2024 Board of Directors meeting minutes as amended.

#### **B. April 29, 2024 Special Board Meeting Minutes**

#### **Motion**

Following discussion by the Board and upon motion duly made and seconded, the Board unanimously approved the April 29, 2024 Board of Directors meeting minutes as amended.

### **IV. EMERGENCY SERVICES OFFICER OF THE QUARTER**

Doug Cooper recognized Danny D'Ambra as Officer of the Quarter stating Gate Officer D'Ambra exemplifies the core values of our Emergency Services Department: professionalism, respect, integrity, and compassion. Danny is a Colorado native who grew up in Castle Rock and loves mountaineering and hiking. Starting his career with ES in March of 2021, Danny quickly became a favorite among the residents and his coworkers. Congratulations to Danny D'Ambra.

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

Chris Braun asked about the berm on the south end of the golf course. Mr. Larson responded that they are still working on the conservation easement. More work will be done once the conservation easement agreement is completed.

## **VI. LIAISON REPORTS**

### **A. Metropolitan District – Josh Shackelford**

District Manager Josh Shackelford reported the following:

- There was a water main break on Happy Canyon Road resulting in traffic delays northbound on Happy Canyon Road. The break caused only minor impact to residents. The repairs on the break should be completed today.
- The \$4.9M roadway rehabilitation and replacement program is out to bid now. Residents will be notified of work on their street by door hangers posted on residents' homes.
- Three new wells are complete. Metro is working on the design of the walls to surround the wells to be completed mid-June. Plans will go through Douglas County permitting.

## **VII. ACTION ITEMS**

### **A. Nominations for Homes Association Committee Membership**

Mark Larson reported there are three nominations for membership on the Forest Stewardship Committee: Vince Gonzales, Steven Keppers, and Vern Smith. Each nominee has a background in forestry and the Board has reviewed all resumes.

### **Motion**

**Upon motion duly made and seconded the Board unanimously appointed Vince Gonzales, Steven Keppers, and Vern Smith to membership of the Forest Stewardship Committee.**

### **B. Presentation of 2023 Homes Association Audit**

*(See Tab #2 of the May Board Package)*

Mark Larson introduced Ryan Graham, CPA and partner at the Adams Group, LLC Certified Public Accountants.

Mr. Graham presented the results of the 2023 Homes Association Audit and reported the following:

As independent auditor for the Association, the Adams Group encountered no significant difficulties in completing its audit and no disagreements with management arose during the audit. In its opinion, the financial statements of the Association present fairly, in all material respects, the financial position of the Association as of December 31, 2023 and 2022, and the results of its operations for the year ended December 31, 2023, in accordance with generally accepted accounting principles.

For details, review the Draft Audit report are attached.

**Motion** Following discussion by the Board and upon motion duly made and seconded, the Board unanimously accepted the 2023 Audit Report as presented.

**C. Consideration of License Agreement with the Western Golf Association**  
(See Tab #3 of the May Board Package)

This item was heard before the Presentation of 2023 Homes Association Audit.

Mark Larson showed slides (see attached handout of slides) and reported the following:

The Western Golf Association (WGA) organizes and executes the BMW Championship and will utilize areas of the Village owned by the Homes Association.

WGA Licensing Agreement

- Outlines area to be used for the tournament.
- Insurance coverage provided by WGA.
- WGA restoration of any disturbed area.
- Provides compensation to the Homes Association.

The WGA will use:

- Portions of Canyon Club Parking
- Homes Association property west of Gate 1
- Emergency Vehicle entry at Gate 1
- Wildcat Corner to be tournament Unified Command Center
- Gate 9 – Daniels Park Rd. to Castle Pines Dr. N.
- Southside Emergency Gate – Castle Pines Dr. S./Ten Mile Pl.

The WGA will provide:

- Discounted ticket prices available to Village residents
- Tents, table, and chairs for resident events at the Canyon Club
- Television feed to the Canyon Club for resident events
- Shuttle buses for resident transportation to and from Canyon Club

**Motion** Upon motion duly made and seconded the Board unanimously approved the 2024 BMW Championship Castle Pines Homes Association License Agreement with the Western Golf Association as presented and authorized any officer of the Homes Association to sign the agreement on behalf of the Association.

**D. Consideration of Modification to Rules and Regulations Concerning Traffic Control Device Violations**

*(See Tab #3 of the May Board Package)*

This item was tabled at the request of the Emergency Services Committee.

**VIII. INFORMATION/DIRECTION**

**A. Canyon Club Enhancement Project Update**

Mark Larson showed slides (see attached handout of slides) and reported the following:

- Upgrade of the restrooms at the Canyon Club Pavilion included new floors, installation of wall tile, skimmed the remaining cinder block, and replaced the fixtures.
- The Canyon Club toddler pool is being removed and replaced by a 1,000 sq. ft. interactive pool and 375 sq. ft. splash pad. The construction zone will be fenced.
- The large pool opens on schedule with access to locker rooms and restrooms.
- The pool project is slightly behind schedule due to permitting delays and the necessity to relocate pipes found during excavation.
- The slide at the Canyon Club will be replaced in the off season and be ready for summer 2025.

**B. BMW Tournament Update**

Mark Larson showed slides (see attached handout of slides). Mark Larson and Matt Wortsman presented the following:

- Tournament dates are Monday, August 19 through Sunday, August 25.

- Resident special ticket prices were available online through May 15. 880 Village households purchased tickets with 7,200 resident tickets sold.
- Resident tickets will be distributed starting July 15. Watch Village Weekly for details.
- All Village gates will be operational, resident access will be as normal with no modification in gate staffing hours.
- Happy Canyon Road between the roundabouts will be closed to traffic during tournament hours.
- I-25 to Gates 1 and 2 will require proper hang tags for residents and guests. Tags will be available for residents to pick up in mid-July at the Homes Association.
- Santa Fe to Gates 3 and 4 will remain open to traffic. No hang tags required.
- Access to and from Gate 5 will not be restricted.
- Resident guests must park in accordance with Village Rules and Regulations.
- Event parking will not be in the Village. Parking is off-site with shuttles into the Village.
- Law enforcement and safety will be managed by Douglas County Sheriff's Office, Colorado State Patrol, Douglas County Office of Emergency Management, PGA tour security, Castle Pines Emergency Services, and EES Security.
- Medical Services (Medical tents and roving EMTs): South Metro Fire Rescue and Advent Health.
- Castle Pines Emergency Services will be fully staffed, available for residents calls for service, provide normal response to alarms, EMT response and calls to dispatch.
- CPES tournament operations include 10 additional posts staffed by off duty ES officers and paid for by the WGA.
- Resident events to be held at the Canyon Club and are sponsored by the Castle Pines Homes Association, the Metropolitan District and the Western Golf Association.
- The tournament will be broadcast at the event on a 17'x10' video wall.
- Shuttle buses provided for resident transportation to and from the resident event from pickup locations.
- Music in the Park will be held Friday evening with pay-as-you-go food trucks, ice cream and popcorn provided.
- On Saturday from 11:30 am to 2:30 pm will be a barbecue lunch with open bar (limit of two alcoholic drinks per adult).
- Saturday evening there will be a movie in the park featuring *The Greatest Game Ever Played*.
- On Sunday from 11:30 am to 2:30 pm will be a Santa Maria barbecue with an open bar (limit of two alcoholic drinks per adult).

- For the resident barbecue events on Saturday and Sunday, wristbands and drink tickets will be provided to residents. Each household receives six wristbands that will be good for both days.
- Wristbands will be available for pickup in mid-July.
- Two drink tickets will be provided to adult residents upon check in at the events for beer and wine.
- Wristbands are not required for the Friday night concert or the Saturday evening movie.

## **IX. MANAGEMENT REPORTS**

*(See Tab 5 of the April 2024 Board Package)*

### **A. General Manager – Mark Larson**

Mark Larson reported the following:

- Work on the new roundabout at Lagae Road and Happy Canyon Road will be completed in July. At the end of May Happy Canyon Road will be down to one lane for about a week.
- The Canyon Club and Summit Club pools are opening on Saturday, May 25.
- Families with toddlers may want to go to the Summit Club pool since the toddler pool at the Canyon Club is closed for renovation.
- The CPHA is closed on Memorial Day. ES will be fully staffed. Trash and Recycling collection will be delayed to Thursday due to the holiday.

### **B. Emergency Services – Matt Wortsman**

Matt Wortsman, Chief of Emergency Services reported the following:

For the Month of April

- There were 575 incidents that were largely covenant violations and trash, and 960 vacation checks.
- Resident entries were at 137,500 with 43,500 visitors processed at staffed gates.
- Staffing is currently at 41 officers with three non-EMT trained officers, however two of them are about to complete their training.
- There were 48 moving traffic violations.
- New gate operators are being installed and the installation should be completed soon.

## **X. FINANCIAL REPORT: APRIL 2024**

General Manager Mark Larson presented the April 2024 Financial Report.

*(See Tab #6 of the May 2024 Board Package)*

Mark Larson showed slide (see attached handout of slides) and reported the following:

- On the Deferred Projects the hot water heater replacement was done this year and the spa heater was replaced last year. Both items will come off when the next list is prepared.
- Balance sheet – money moved into Charles Schwab accounts. Long Range Planning and Finance Committee is doing cash analyses on balances as payments come due for the Canyon Club project.
- The projection shows a positive variance in number of custom lots which came on earlier than we anticipated.
- The Association is receiving income from Comcast and received the quarterly check for \$23,000.
- ES Labor is running at a negative variance due to increased staffing.
- Negative variance in Forest Management due to the storm cleanup project.

**Motion** Upon motion duly made and seconded, the Board unanimously approved the April 2024 Financial Report as presented.

#### **XI. REVIEW OF BOARD DIRECTIVES**

- Review Forest Committee charter.
- Village cleanup prior to BMW Championship
- Expand information that goes out asking for volunteers for Tournament.

#### **XII. IMPORTANT MEETING DATES/ADJOURNMENT**

Next Board of Directors Meeting – June 27

Coffee with the Manager to be scheduled in June

#### **XIII. ADJOURNMENT**

**Motion** Upon motion duly made and seconded, the Board unanimously approved to adjourn the April 2024 Board of Directors meeting at 10:00 a.m.

Respectfully Submitted by,

Linda Matthews

Executive Assistant/Design Review Administrator