

# CASTLE PINES NORTH ASSOCIATION, INC.

## Board of Directors Meeting

January 21, 2010, 7pm  
Community Center

### MINUTES

The meeting was called to order at 7:39pm by President Andy Rhodes.

**Directors Present:** Andy Rhodes, Anna Mallinson, Jack Zelkin, Jim Steavpack, Joan Millsbaugh, and Larry Cook

**Delegates Present:** Al Whitehouse (alt) (Hidden Pointe), Brian Moe (Stonecroft), Carol Grant (Retreat), David Necker (South Lynx), Ken Bassett (alt) (HOA #1), Don Van Putten (Pine Ridge), Jennifer Havercroft (North Lynx), Keith Dodd (Forest Park), Suki Fitzgerald (Hamlet)

**Management Company Representatives Present:** Barbara Finch, Garry Schaffer

**Claremont Homeowner Present:** Nancy Wilt

**Others Present:** Shelley Hamilton-Bruer, Linda Nuzum, Tim Gamble

**Delegates Not in Attendance:** Alison Gibbens (HOA #2), Carol Padilla (Briarcliff), Maureen Shul (BrambleRidge), Mike Henry (Winterberry), Russ Pinho (Tapestry Hills), Scott Sinelli (Crossings), Steve Martin (Glen Oaks)

Andy reviewed the procedures for homeowner input, encouraging contributions but requesting that items be productive and limited to brief comments.

Andy requested that discussion on HOA #1's website being re-directed from the master site be added the New Business section. Joan asked that the Candidate Selection Committee report be deferred to the February meeting.

*Larry moved to approve the agenda as amended; Anna seconded; there was no further discussion and the motion passed with a unanimous vote.*

## 2. Approval of Minutes

- Joan noted that 7B in the December 17, 2009 minutes needed a correction, as it notes Joan being elected as Secretary and then as Treasurer; this was corrected to read Secretary only.
- *Joan moved to approve the minutes as amended; Jack seconded; there was no further discussion; the motion passed with a vote of 5 in favor and 1 abstention due to absence at the meeting.*

## 3. Homeowner Input

- Linda Nuzum requested that agendas and minutes be published on the website.
- A letter to the Delegates was suggested, detailing responsibilities and letting them know about the opportunity and welcome to attend Master meetings and give their input.
- Most Delegates don't know what to do when the previous Delegate never attended a meeting.
- *Andy asked Barbara to send an Outlook invitation to all Master Board, Delegates, Alternate Delegates, and sub-HOA Presidents for the remainder of 2010.*
- The assumption is that the HOA's elect the Delegate, and the only "requirement" is to attend the annual meeting.
- *Andy asked Barbara to pull up the Articles of Incorporation and investigate the duties of Delegates.*

## **4. Community Reports**

### **A. CPN Parks Authority**

- Anna reported they won't hear about grant until April; a lot of people applied.
- The construction documents are almost complete, should be out to bid by the first of February and begin construction late May or early June.
- There is concern about losing their funding with the issues the Master is having. They will be sending a letter to the City about the other entities that were supposed to be contributing, how the annexations affect the Parks Authority, etc.
- The Parks Authority Board is reviewing applicants for the vacant Board position.

### **B. CPN Metro District**

- Andy reported that the Metro District Board is taking some steps towards working with the City.
- Continue to evaluate new water applications; it's a 5-year process before water acquisitions made last year before they come to fruition. They plan a "where we are with the water plan" communication the end of March.

### **C. City of Castle Pines North**

*Barbara was asked to contact the City to ask if they would like to designate a representative to report to the Master Association.*

## **5. Committee and Contractor Reports**

### **A. Communications**

#### **(1) Website Redesign**

- Anna reported on the progress of the website design and asked the Board to approve funding up to \$4830 for HOA & subHOA pages (the amount will be less once duplicates are removed.)
- Garry asked if the database will be kept, and the answer is yes.
- Anna was asked to give the designer a deadline of March so there is something to share with the Board at that meeting. Something simple is needed for the home page; this is generally a mission statement. Andy reminded everyone that Jack had a group that had volunteered.
- *Jack moved to approve up to 46 HOA/subHOA pages at a cost of no more than \$4830, with the cost to be kept as low as possible; Joan seconded; there was no further discussion and the motion passed with a unanimous vote.*

#### **(2) E-mail Alert Committee**

*Anna asked that this be removed from the agenda; all agreed by acclamation.*

### **B. Social Events**

- The Master sponsors/contributes to events and activities to help bring the community together.
- The Board was urged to be sensitive about sponsoring activities for a select few (example: the carriage rides, where only 100 people could participate), and rather to continue sponsoring activities all residents can participate in, such as Octoberfest and the Community Garage Sale.
- Jim reported that one of the goals of contributing funds to an activity or event is so residents don't have to pay for it. Another issue is paying for workers to man events: the Master doesn't want residents volunteering to do so, they want them out enjoying the event.
- Delegates were asked to send Jim ideas for community activities. The budget is \$3,600 for social events this year
- "Bravo" to the Master for having started so many community events, helping them grow, and then launching them to someone else to continue. Perhaps their role is to begin traditions.

- Jim said the Social Committee shouldn't be a competition, but should facilitate coordination with and between HOA's. Why are there forty 4<sup>th</sup> of July parties? (The answer was perhaps because no one area will accommodate the whole community.)

### **C. Delegate Involvement**

Jack reported that he is working on how to get more delegate involvement.

Andy said that the great attendance at the session prior to the meeting shows there are delegates who want to be involved.

### **D. Candidate Selection Committee**

- At Joan's request, this was deferred to the February meeting.

## **6. Financial Reports**

### **A. Ratification of January Payables**

- January payables were ratified by acclamation.

### **B. Request for Waiver of Late Fee**

- The waiver request was approved by acclamation.

## **7. New Business**

### **A. Report re: Pizza & Parks Meeting**

- Andy reported that this went well, with lots of input and contributions from Delegates.

### **B. Input re: Master Association Future**

- Andy asked the Delegates to bring their pros & cons on the Master's future (and to be specific)
- Garry was asked to have Mark (the attorney) at the meeting to talk about his opinion regarding the possible dissolution of the Master - and to try to get him there without charging.

### **C. Lagae Annexation into Master Association**

- The Board was asked if there was a plan to annex Lagae or the Canyons into the Master Association. Andy said it would be wise to determine the Master's future first.
- Several comments were made about the fact that developers & builders should be contributing to the Parks Authority whether or not they are members of the Master Association. Need to take that to the city - because who will enforce it?

### **D. Community Garage Sale**

- Jim is once again in charge of planning the Community Garage Sale. It will be the first weekend of May, as it has been in past years.
- Jim reported seeing community garage sale signs in Highlands Ranch; they have ONE sign everyone must use, it looks clean and organized and unified
- Might be a costly change, but would look better. Jim will get a cost estimate.
- Advertising should be in every local publication, plus flyers in business's windows. Last year saw more people than ever, but it was discovered that businesses were not aware it was that weekend. Their businesses saw a lot of extra traffic because of it.

### **E. School Email and Survey**

- Discussion: very important, 15% cuts in teachers extremely possible; need as many people as possible to take the survey.
- Barbara was asked to send out to all CPN residents with link to survey, to contact the school district with any questions contact the school district

**F. Redirect HOA #1 from website**

- Garry will make sure this is taken care of.

**8. Unfinished Business**

**A. Neighborhood Directory Update**

- This was approved and is being published. Distribution should be in 2-3 weeks. Because the publisher could not sell any ads, the Master assumed the responsibility for the full cost. The publisher got good responses from the general populous.

**B. Huntington and Claremont Rules & Regulations Development**

- Nancy Wilt reported that Barbara has the preliminary development underway, the group hopes to meet again before the February meeting so they can propose rules for the Board to review at that time.

**C. Policy Updates**

- Garry requested that this be removed from the agenda as there will be no updates until after future of Master is determined. The Board agreed by acclamation.

**D. Email Usage Policy adopted April 2009**

- Anna moved that the Board revert to its policy of getting majority approval on emails and to formally rescind the policy adopted 4/15/09 and never signed; Joan seconded; there was no further discussion and the motion passed with a unanimous vote.

**9. Additional Homeowner Input**

- Carol Grant asked how the Board wants to communicate with Delegates about meeting information. Answer: That information is posted on the website as it becomes available.

**10. Next Meeting**

**A. February 18, 2010**

- Andy said he would like to have another Board/Delegate dinner session beginning at 6pm on February 18 before the regular meeting. He said this one will actually be two parts of one meeting; there won't be a formal break.
- This should again be very constructive as it was tonight and not a complaint session. The Board liked the Delegate input, the roundtable-type discussion.
- The attorney will hopefully be attending, so he can go over the review of the documents as it relates to dissolution/secession.
- Andy asked to have the Delegates bring in ideas as to how we might be able to get homeowners involved.

**11. Adjournment**

There being no further business before the Board, the meeting was adjourned by President Andy Rhodes at 8:40pm.

# CASTLE PINES NORTH ASSOCIATION, INC.

## Board and Delegates Roundtable Session

January 21, 2010, 6:00pm, Castle Pines North Community Center

### NOTES

This was an informal roundtable session which started with everyone introducing themselves and stating which community they represented. Andy asked that comments be constructive and brief in nature so everyone could to participate in the discussions.

***Board members in attendance:*** Andy Rhodes (Romar); Anna Mallinson; Jack Zelkin; Jim Steavpack; Joan Millspaugh (BristleCone Patio); Larry Cook

***Delegates in attendance:*** Al Whitehouse (alt) (Hidden Pointe); Brian Moe (Stonecroft); Carol Grant (Retreat); Carol Padilla (Briarcliff); David Necker (South Lynx); Don Van Putten (Pine Ridge); Jennifer Havercroft (North Lynx); Keith Dodd (Forest Park); Ken Bassett (alt) (HOA #1); Suki Fitzgerald (Hamlet).

***Non-Delegates in attendance:*** Nancy Wilt (Claremont); Shelley Hamilton-Bruer; Linda Nuzum

***Management representatives present:*** Barbara Finch; Garry Schaffer

Purpose of the session was discussion regarding:

- Parks Authority Agreement & Funding
- Future of the Master Association
- Delegate Involvement
- Plan of Action

It was noted that the Master Association attorney has been tasked with reviewing the documents and presenting his opinion for going forward at the February 18 meeting.

### **Parks Authority Agreement and Parks Funding**

- The Master is the funding source for the Parks Authority: 70% of all dues assessments go to the Parks Authority. Master Association dues for 2010 were set at the lowest dues possible. To change the minimum, the Parks Authority agreement must re-negotiated.
- What other sources of funding does the Parks Authority have? Why is it just the Master that is funding? What about Lagae, the Canyons, the new builders and developers? Why aren't they contributing? Anna gave a brief review on the grant the Parks Authority has applied for through the Colorado lottery program for up to \$750,000 (she noted Centennial had only received \$200,000).
- Can we identify who is using the parks? (*Answer was "no".*) Issue with "those people" using "our parks"
- How many parks does the community have? (*Answer: 3 completed parks, 1 under construction, 1 planned but there is no funding.*)

## Future of the Master Association

*Note: the Master Association attorney has been asked to review the documents to determine IF there is a possibility of the Master being able to be dissolved, IF sub-associations can secede from the Association, and WHAT the requirements would be if either of these are possible.*

- With the City, Parks Authority, Metro District, some feel the Master is redundant.
- Master Association role has changed over the years along with the community's needs. 2010 will be a big year to determine what the Master Association wants to do.
- Can the Master just hand its money over to the City? (*Answer: No, because the City is a governmental entity.*)
- In answer to an inquiry, Garry stated the Master currently has approximately \$318,000 in its account; following a shortfall caused by the reduced dues, the balance at the end of the year will be approximately \$200,000.
- The Master needs to communicate better with the community what the residents get for their money, what their value is. Maybe they have more value than they realize.
  - ◆ A Delegate commented that a lot of stuff has been communicated over and over, but 80-90% of the Association membership refuses to participate at any level. They are never going to have the level of understanding they should have.
    - Website, email, newsletters, meetings, etc. just don't work when people don't read them or won't attend
    - How can we communicate other than going house to house?
- What does the master do?
  - ◆ Funds the Parks Authority
  - ◆ Runs the website
  - ◆ Oversees 2 communities (35 homes) directly ("not fair that everyone has to pay to manage those 2 communities")
  - ◆ Community events (Master funds or partially funds). Don't think the City has any money to do things like that
  - ◆ The Community Directory: No advertisers could be found, so the Master took care of the cost
- Would something be lost if the Master was gone? There are lots of ways to voice your opinion or concerns to the City: sub-HOA, ward representatives, as an individual, etc.
- The cost to dissolve the Master, if it's even possible, would likely be tremendous. South Lynx dissolved and it cost \$10,000 to do it, plus a lot of time and effort.
- Not everyone's mind is made up, and not everyone wants a dissolution.
- As a Delegate, elected or appointed by my Board of Directors, can I vote for my entire District towards the 67%? (*This will be added to the questions the attorney is reviewing.*)
- "When you can't get 67%, you can petition the courts, if you make a concerted and sincere effort the courts may back you." (*Garry will have Mark add this to his review.*)
- Director Jack Zelkin noted that the Master does not have a mission statement, which states what value the organization provides. He volunteered to work on this, and will be joined by Board President Andy Rhodes and Delegate Al Whitehouse.

## **Delegate Involvement**

- What are the actual responsibilities of a Delegate? (*Barbara will review the documents to find any specifics.*)
- Concern: Everyone will just sit around throwing out ideas and not actually get anything accomplished (*Answer: The plan is to put together questions at the February gathering to send to the community so we can come up with a plan of action.*)

## **On-going:**

- Master Association has 2 major focuses this year: determine what they are going to do in the immediate future, and communicate that to the residents.
- This year it's especially important to keep this dialogue open between the Master and the Delegates as well as try to involve the community.
- Any actual decisions by either the Master Association or the sub-HOA's need to wait; it all comes back to what attorney is going to tell us at the next meeting.

## **The plan:**

- Master Board and Delegates meet February 18 before Master Board meeting
- Everyone brings ideas for parks funding, Delegate involvement and homeowner involvement
- Delegates will be reminded of the February 18 meeting and what will be discussed
- The Master Association attorney will be present to discuss his review of the documents and answer questions from the Delegates on those issues
- Barbara will invite all Delegates, Alternates, and Board Presidents to attend all Master Association Board meetings in 2010

At approximately 7:30pm, Andy said he regretfully had to end the Delegate session to get the Master Board meeting started. He encouraged everyone in attendance to come to the next Delegate session on February 18.