

# CASTLE PINES NORTH ASSOCIATION, INC.

## Board of Directors Meeting

December 16, 2010 7:00pm Community Center

### MINUTES

The meeting was called to order at by President Steve Labossiere at 7:05pm

**Directors Present:** Anna Mallinson, Jim Steavpack, Joan Millspaugh, Keith Dodd, Larry cook, and Steve Labossiere.

**Directors Absent:** Jack Zelkin.

**Delegates Present:** Al Whitehouse (Hidden Pointe); Cheryl Schuessler (HOA #1); Eric Ford (Crossings); Gail Stehlik (Retreat); Jim Hawthorne (BristleCone Patio); Suki Fitzgerald (Hamlet).

**Alternate Delegates Present:** Cheryl McDade (Hidden Pointe); Ted Lohr (Bristlecone Patio).

**Management Company Representatives Present:** Barbara Finch and Garry Schaffer (Client Preference); Kim Maguire (Premier Property Management).

**Others Present:** Mayor Jeff Huff.

Steve reminded those in attendance that the Master Board runs an open meeting. Everyone was encouraged to raise their hands and be recognized at any time during the meeting.

Officer elections were tabled by acclamation until the January 20, 2011 meeting; Steve had not distributed or printed minutes of the November 29, 2010 meeting so those will be reviewed at the January 20, 2011 meeting.

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

Anna reported due to good weather the grading at Elk Ridge Park and the concrete pouring are complete; the final surface before the synthetic turf is being laid. Everything is going according to plan and on budget. Metro district is raising tap fees as of January 1, but worked with the Parks Authority to get the required tap fees prior to the increase. The Parks Authority made some changes that saved around \$90,000; Anna thanked Charlie Fagan and the Metro District for working with them on that.

Unless there are unforeseen circumstances the Parks authority shouldn't need any more money to finish Elk Ridge Park. Anna reported there was an erroneous understanding that the

funds the Parks Authority received from the Master Association couldn't be used for maintenance of the parks; that is not true. The money can be used for maintenance, new equipment, or new parks. They hope there will be some money to do some improvements to Coyote Ridge Park, as the oldest park built by the Parks Authority.

Steve reported the Metro District's interconnect pipeline project is on schedule, still working some issues out, they expect to break ground in December 2010 and completion must be reached by March 31, 2011.

Mayor Huff reported the City is completing their 2011 budget on Tuesday; it contains a significant increase in public works spending, which is the main difference between the 2011 budget and the 2010 budget.

Anna reported that all Delegates and Presidents had been emailed asking for input on the new site regarding links, content, and changes; she has heard from seven neighborhood HOA's. They have until December 20 to get the information back to Anna. With the lack of response she doesn't think the site can go live January 1. Several Delegates said they had not gotten the email, others said they had. Barbara was asked to send the email again with a confirmation receipt (Kim suggested adding HOA Managers), giving them until December 27 to provide Anna with changes or issues.

Discussion: The site needs to go live January 1; changes can be made after that if necessary. Suki asked if there had been discussion on having the neighborhood HOA Presidents having administrative access to make their own updates. There are technical issues, having multiple administrators on the same page at the same time. Right now is the busiest time with the most changes needing to be made, on an on-going basis it will be adding meeting minutes, financials, and periodic changes. The Webmaster will get a lot of comments about why things aren't updated; will refer them back to their neighborhood HOA Boards, as they are responsible for providing the Webmaster with updated information.

Jim reported the Social Events Committee had nothing planned until the garage sale in May, although they will plan to assist and coordinate for the late spring/early summer opening of Elk Ridge Park.

Discussion: Steve commented it's a long time between December and May, and asked if there was nothing planned between now and then? Jim responded that no, people stay in their houses until April. No one has ever asked for anything; the Master Association used to help with the Easter Egg hunt, but the church took that over and they coordinate and organize that. Joan commented that there is the garage sale in May, then opening the park, then the 4<sup>th</sup> of July, so there are several things back-to-back in late spring and during the summer.

Keith reported there was nothing to report from the Delegate Involvement Committee, that he needs to get with Jack. Larry volunteered to help with the Committee.

Steve reported the Master Board had sent a Request for Proposal to six management companies in August in following their fiduciary responsibilities to the residents in assuring the Association was receiving the best service for the funds they were spending. Five companies responded, one declined. The Board held a special meeting to evaluate the proposals that were received and selected the lowest two bidders to proceed with. Joan, Jack, and Keith interviewed the managers of those two companies for about an hour each, asking a

series of the same questions. They then made a recommendation to the Board, which then approved that recommendation. The Master Association will be managed by Kim Maguire of Premier Property Management beginning January 1, 2011. Steve thanked Client Preference for everything they have done for the Master Association, and said he was certain everything they had done would serve to make the transition as smooth as possible.

*Jim moved to ratify the Board's approval of Premier Property Management as the new management company for the Master Association; Larry seconded; there was no further discussion and the motion passed with a unanimous vote.*

Anna commented the contract presented says Premier's services start December 15, 2010; Steve said he would correct it to read January 1, 2011.

Anna reported at the November meeting of the Parks Authority they discussed the Master Association and Parks funding agreement. The agreement requires dues to be no longer than \$100 with 70% going to the Parks Authority. Steve said the Master Association sent a letter asking for renegotiation under three broad terms: reducing the minimum dues to \$85; renegotiating the agreement annually winding down to \$0 over 2-3 years assuming that at some point the city will take over what the Parks Authority does not; and future contributions from the Master Association would be restricted to improving existing parks or building new parks (no future funds would be able to be used for maintenance of parks).

Anna said she appreciated the Master Association's letter, but it calls for the percentage to be reduced to 60%. The establishing contract for the Parks Authority states the funds can be used to maintain parks as well as build them; the Parks Authority is open and willing to discuss the changes with the Master Association regarding the reduction in dues but does not intend to change the establishing contract. One of the concerns was that there was a reduction in the parks contribution but no reduction in the Master Association administrative costs. Jim had several discussion points:

- He doesn't think it's up to the Parks Authority to tell the Master Association how they spend their funds.
- The Master Board has not seen a budget to show what the Parks Authority plans to do with the funds.
- Anna responded that the 2011 budget was based on receiving \$70 per home from the Master Association.
- Jim said the budget shouldn't be based on what the Parks Authority is getting, but should show what they plan to do.
- He wants to see what the Parks Authority is planning, an itemized budget, and would be happy to approve as much money as the community wants to spend once they see what the Parks Authority plans to spend the money on; that they shouldn't have to wait every year to see what the public wants but should know that.
- He said he agrees in principal to come up with an amended proposal if the Parks Authority gives the Master Board an itemized budget for what they want the 70% for; he's not happy to give the Parks Authority 70% to spend on whatever they want at some point in the future.
- Anna reiterated the Parks Authority is willing to negotiate the funding agreement but not the establishing contract.
- Steve said he felt the agreement could be negotiated that any funds from January 1, 2011 forward could not be used for maintaining parks.

Larry confirmed that the dues were being reduced from \$100 to \$85; however, until the agreement is renegotiated the Master Association is still obligated to give the Parks Authority \$70 per house. However, because of the negotiations the due date for assessments can't be January 1 like usual, but will have to be delayed until February or March. Notification needs to be sent to the residents. Barbara was asked to send an email with the details of the change in management and the reduction in dues asking residents not to send in payments until they receive a written statement. Assessments will be due January 1, and late as of January 31.

Joan asked how much time the Parks Authority would need to complete a budget; Anna responded with 10 days to 2 weeks once the negotiation is complete. Steve said the Master Board will work with the Parks Authority to get the negotiations completed as quickly as possible.

Following the normal recess prior to the minutes and financial portions of the agenda, Joan asked Jim if he had received receipt from the Dumb Friends League for the donation of the Octoberfest donations; he said he would provide that to Kim.

Steve asked if there were any corrections to the October 21, 2010 minutes; Jeff said he had not said "two years" but had said "a few years"; Al asked that the second Director selection be corrected to "Delegates Present". Barbara will make these changes.

*Larry moved to approve the minutes of the October 21, 2010 minutes; Joan seconded; there was no further discussion and the motion passed with a unanimous vote.*

Jim said he was proud o the Board for reducing assessments from \$215 to \$100 and now to \$85. Discussion: email to residents to let them know what's happening and to reduce confusion if they try to make payments to the Client Preference bank accounts and those payments are rejected.

Discussion: Transferring funds to Kim so she can open bank accounts and has operating funds for January. Keith said he was glad Kim would be using a local bank.

*The Board agreed by acclamation to write Kim a check for the money market account funds to open accounts at her bank. Garry said he would write the check the following day; Larry said he would pick it up and deliver it to Kim.*

*The Board agreed by acclamation that any action sending new accounts to collections would be tabled until Kim takes over as management.*

*Steve moved to write off the four accounts Garry recommended with amounts remaining following foreclosures; Larry seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Larry moved to accept the October and November financials; Joan seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Joan moved to ratify the approval of the November payables; Larry seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Joan moved to approve the December payables; Larry seconded; there was no further discussion and the motion passed with a unanimous vote.*

The question was raised about posting no solicitation signs. Residents can contact the police, as they have to have a license from the sheriff to solicit. The signs and stickers are more of a recommendation, a guide, and some will stop but others will ignore them. The Master Association discussed it years ago but left it to the neighborhood HOA's as probably more effective. No one present wanted more signs posted around neighborhoods. Jim suggested talking to past Presidents of the Master Association, like Maureen, or Linda Nuzum or Cheryl McDade to find out what was done.

Steve told Kim it appeared the transition might take time she hadn't planned in her proposal and that she should present them with a bill for something.

The next meeting will be 7pm on January 20, 2011 in the Community Center.

There was no further business to be brought before the Board and Steve called the meeting adjourned at 8:34pm.