

CASTLE PINES NORTH ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 20, 2011

7:00 P.M.

I. CALL TO ORDER

- A. The January 2011 meeting of the Board of Directors of the Castle Pines North Association, Inc. was held on the evening of January 20, 2011 at the Castle Pines Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado. The meeting was called to order at 7:05 p.m. by President, Steve Labossiere.
- B. Introductions were called: Board Members present: Steve Labossiere, Anna Mallinson, Jim Steavpack, Joan Millspaugh, Keith Dodd, Larry Cook and Jack Zelkin. Representing management: Kim Maguire and Kelly Maguire with Premier Property Management, LLC. Homeowner present: Rob Neri (Estates at Buffalo Ridge), Stephen Allen (HOA #1), Gail Stehlik (Retreat), Ron Valiga (HOA II)
Delegates Present: Al Whitehouse (Hidden Pointe), Suki Fitzgerald (Hamlet), Steve Eller (Greenbriar), Cheryl Schuessler (HOA #1), Cris Cristadoro (Romar), Laurie Goldey (Huntington Ridge), Nancy Wilt (Claremont), Eric Ford (Crossings)
Alternate Delegates Present: Ted Lohr (Bristlecone Patio)
- C. Mr. Labossiere announced homeowner input guidelines to all in attendance.
- D. Mr. Labossiere called for any additions, deletions or modifications to the Agenda. Mr. Labossiere requested under New Business (A) add email blast policy revision. Mr. Zelkin requested addition to Call to Order (E) Introduction of new Management Company; Premier Property Management, LLC. Mr. Steavpack requested under New Business to add (B) Castle Pines Connection Advertisement. Ms. Mallinson motioned to approve the Agenda as revised. Seconded by Mr. Steavpack. Motion passed unanimously.
- E. Mr. Labossiere introduced the new management company, Kim Maguire with Premier Property Management, LLC.

II. ELECTION OF OFFICERS

The following Board Members were elected into Officer positions as follows:

Mr. Dodd nominated Mr. Labossiere as President seconded by Mr. Zelkin. Motion passed unanimously.

Mr. Zelkin nominated Ms. Mallinson as Vice President, seconded by Ms. Millspaugh. Motion passed unanimously.

Mr. Steavpack nominated Mr. Dodd as Treasurer, seconded by Mr. Zelkin. Motion passed unanimously.

Ms. Mallinson nominated Mr. Zelkin as Secretary, seconded by Mr. Cook. Motion passed unanimously.

Mr. Cook, Ms. Millspaugh and Mr. Steavpack are Directors at Large.

All Officers and Directors listed will be approved signers for the Association bank accounts.

III. HOMEOWNER FORUM

Mr. Labossiere opened the floor to the homeowners for comments.

A homeowner was concerned with excessive speeding in the Buffalo Ridge Estates Homeowners Association. The homeowner was asked to contact his Board of Directors, which are posted on the Castle Pines North website at www.cpnhoa.org. The owner was also advised to contact the Douglas County Sheriff's Department. This HOA is inside a gated community where there is the opportunity for the HOA to install speed humps. The HOA should also ask the Sheriff's Department to place a temporary speed monitor on the street.

A homeowner questioned Ms. Mallinson on the parks maintenance reference that was in the December minutes. To clarify the Parks Authority Board of Directors does not plan to do any maintenance on any new or existing park, but to install new equipment when replacements are needed. Currently the Parks Authority is in negotiations with the Castle Pines North Master Association regarding the renewal of an agreement.

Mr. Steavpack will contact the developer and builder for Lagae Ranch to encourage them to join the Castle Pines North Master Association.

IV. COMMUNITY REPORTS

- A. Parks Authority - Ms. Mallinson reported that due to a recent resignation of one of Parks Authority board members, she is now the President and David Necker is the Vice President. The new park is still under construction, there have been issues on drainage. Additional electrical outlets are being placed at the shelters.
- B. CPN Metro District – Mr. Labossiere reported that the interconnect pipeline will take place in two phases. Mark Carlson has resigned from the board of directors for the CPN Metro District. An email blast will be sent out to the CPN community for interest in submitting their name to be considered to serve on the board for the remainder of Mr. Carlson's term.
- C. City of Castle Pines - No report.

V. COMMITTEE AND CONTRACTOR REPORTS

- A. Website – Ms. Mallinson reported that the new website was launched on January 1st. It is still a work in progress. It was noted by Ms. Maguire that several emails are coming in daily for changes and additions and Ms. Mallinson has done a great job getting the requests posted to the site. Ms. Maguire will be trained at the end of the month by the website designer, David Blanscet to update email addresses and input new homeowner information and delete information on owners that have sold their homes.
- B. Social Events – Mr. Steavpack reported the following: planning is in place for the new park dedication. The social committee is also in need of volunteers to help make the events successful. Mr. Steavpack is currently working out details of an annual book and DVD exchange to take place March 5, 2010. Mr. Steavpack motioned to support the event with a budget of \$500. Seconded by Mr. Zelkin. Motion passed unanimously. Discussion was held on welcome packages for new homeowners moving into the City and partnering with the Chamber. Plans are in effect for this year's garage sale to take place on May 13th and May 14th. Mr. Steavpack motioned to support the garage sale event with a budget of \$500 to purchase banners to promote the event. Mr. Dodd seconded the motion. Motion passed unanimously. Mr. Steavpack motioned to spend \$150 for the CPN Association to become a member of the City of Castle Pines Chamber of Commerce. Seconded by Mr. Zelkin. Motion passed unanimously.
- C. Delegate Involvement Committee – Mr. Dodd and Mr. Zelkin will work on a notice to all the delegates and alternate delegates, regarding upcoming meetings and role.

VI. NEW BUSINESS

- A. Mr. Labossiere recommended that the email blast procedures be revised as follows: The proposed email blast will be emailed to the entire board for comment. The President and Vice President will decide on the final draft for community distribution. If the President and Vice President cannot agree the Secretary will then cast the deciding vote.
- B. Mr. Steavpack motioned to secure a full year ad with the CPN Connection (option 9) for a cost of \$5,205 per year. Seconded by Mr. Zelkin. Motion passed unanimously.

VII. UNFINISHED BUSINESS

Mr. Labossiere and Ms. Mallinson will meet within the next two weeks to finalize the Parks Authority agreement, so the CPN HOA can finalize the 2011 budget.

Ms. Maguire updated the Board on the audit. The auditor is currently not working on the audits, with tax season upon them; the audit will more than likely be delayed until tax season is over. Mr. Labossiere recommended that Ms. Maguire get a proposal to complete the 2010 audit along with the tax preparation. The Board agreed.

The 2011 Budget will be discussed under Section X; Financial Reports

VIII. ADDITIONAL HOMEOWNERS INPUT

A homeowner inquired where the financial report was in the packet. Mr. Labossiere explained that the previous management company did not have them prepared yet for distribution.

A homeowner requested microphones to be used by the Board so the audience can hear better. Ms. Maguire will ask the CPN Metro District to supply a microphone at our next meeting.

IX. REVIEW AND APPROVAL OF MINUTES

- A. The minutes from December 16, 2010 meeting were reviewed. There was one correction to the minutes. Mr. Steavpack motioned to accept the minutes as corrected. Mr. Dodd seconded the motion. The Board unanimously approved the motion with Mr. Zelkin abstaining.

X. FINANCIAL REPORTS

- A. As mentioned early in the meeting. There were no financials to approve.
- B. Ms. Maguire presented the payables from January 1st through January 20th. The Board accepted the payables as submitted.
- C. The Board reviewed the 2011 draft of the budget. Changes were made and will be emailed to the Board for review. It was noted that once the Parks Authority agreement has been finalized the 2011 budget should be completed and approved.
Mr. Labossiere recommended that the notice of meeting and agenda be posted three days before the monthly meetings at the CPN Metro District entrance doors. It was agreed that Ms. Maguire will forward the notice and agenda to Mr. Zelkin to post.

XI. NEXT MEETING

- A. Next meeting date; February 17, 2011

XII. ADJOURNMENT

With no other business to come before the Board, Mr. Labossiere made a motion to adjourn the monthly meeting at 9:56 p.m. Mr. Steavpack seconded the motion. Motion passed unanimously.

Respectfully submitted,

Kim Maguire

Kim Maguire, Community Manager