

CASTLE PINES NORTH ASSOCIATION, INC. BOARD OF DIRECTORS MEETING MINUTES

Thursday, October 20, 2011
7:00 P.M.

I. CALL TO ORDER

- A. The October 2011 meeting of the Board of Directors for the Castle Pines North Association, Inc. was held on the evening of October 20, 2011 at the Castle Pines Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado. The meeting was called to order at 7:02 p.m. by Board President, Steve Labossiere.
- B. Introductions were called: Board Members present: Steve Labossiere, Joan Millspaugh, Anna Mallinson, Jim Steavpack, Larry Cook and Eric Ford. Absent: Keith Dodd.
Representing management: Kim & Kelly Maguire with Premier Property Management, LLC.
Homeowners present: Nan Mead, Bill Ader-ARC, Harley Rinerson-ARC and Stephen Allen.

Delegates/Alternates Present:

Cheryl Schuessler (HOA 1)
Eric Ford (Crossings)
Cheryl McDade (Hidden Pointe)
Jim Greathead (HOA 2)
Laurie Goldey (Huntington)
Gail Stehlik (Retreat)
Roger Addlesperger (Claremont)
Gregg Fisher (Bristle Cone Single)
Bill Dalton (Claremont)
Jim Hawthorne (Bristle Cone Patio)

Delegates Absent:

Maureen Shul (Bramble Ridge)
Carol Padilla (Briar Cliff)
Russell Pinho (Tapestry Hills)
Brian Moe (Stonecroft)
Mike Henry (Winterberry)
Terry Jones (South Lynx)
Don Van Putten (Pine Ridge)
Keith Dodd (Forest Park)
Suki Fitzgerald (Hamlet)
Cris Cristadoro (Romar)
Steve Eller (Greenbriar)
Rex Lucas (Brambleridge)
Vacant (Estates at Buffalo Ridge)
Scott Blaeser (Glen Oaks)
Barb Saenger (Pine Ridge)

- C. Mr. Labossiere explained the homeowner input guidelines to all in attendance.
- D. Mr. Labossiere called for any additions, deletions or modifications to the Agenda. No changes to the agenda were announced. Mr. Cook motioned to accept the agenda as presented, seconded by Ms. Mallinson. Motion passed unanimously.

II. HOMEOWNER FORUM

A question was asked regarding hula hoops and tents that were purchased by the CPN Association for the Elk Ridge Park Celebration. Mr. Steavpack noted that 40-50 children played with the equipment during the celebration and that these items are currently being stored at Mr. Steavpack's residence, because there is no other CPN Association storage areas. It was noted that the storage room at the CPNMD is full at

this time. These items will be used for future CP Association events and the tents (canopies) were just used at the Oktoberfest celebration.

III. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson reported that the next Parks Authority meeting will be held on October 27, 2011. The City is seeking a contribution from the Parks Authority on other park items.
- B. **CPN Metro District** – Nothing to report
- C. **Castle Pines Library** – Ms. Millspaugh reported that the library has currently raised \$37,000 which does not include the King Soopers script cards. The Oktoberfest brought in \$1,144 with thanks to CP Association and Eric Ford for their donations. A 5k race is being planned for spring to raise more funds.
- D. **City of Castle Pines** – No report

V. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** –There is now an option to attach attachments to email blasts. Ms. Mallinson will email the Board Google Analytics. The DC library has requested that they be included on eblasts, this is not related to the campaign. It was discussed that requests like these should have a deadline to submit, so the eblasts go out once per month. It is requested that these requests also be posted on the CPN Association website calendar. Ms. Mallinson requested approval to set up distribution listing for groups, such as Delegates, Board Members, and HOA Managers. The cost to set this up by the webmaster will cost approximately \$1,000. Ms. Millspaugh motioned to approve the request. Seconded by Mr. Ford. Motion passed unanimously. Ms. Maguire and Ms. Millspaugh will go through website training on October 22, 2011 with Cheryl Cassell.
- B. **Social Events** – Mr. Steavpack reported that the Elk Ridge Park celebration was a success. It did however rain in the early afternoon. The CPN Association provided free metal water bottles, back packs, bundt cakes. The CPN Association also paid for the food, activities and entertainment. The CPN Association was a sponsor for the CP Chamber Oktoberfest event. The CPN Association provided free grilled corn, with donations accepted to present to the Library funding campaign. Thank you to Safeway for the discounted price on the corn that was provided. \$212 was collected for the library from corn donations. The Association also donated items for a silent auction and all proceeds were given to the Library to go towards their funding campaign. Approximately \$1,600 was donated to the Library from the auction. A special thank you to Eric Ford for donating Bronco tickets for the silent auction. Another Book Swap will not take place this year.
- C. **Delegate Involvement Committee** – January will be the next Delegate meeting. Mr. Labossiere asked for a volunteer to serve on the Committee since Jack Zelkin has left. Mr. Ford volunteered.

VI. NEW BUSINESS

- A. Ms. Maguire presented the audit and tax prep proposal for 2011 from Brashier & Foss, CPA, PC. Ms. Mallinson motioned to accept the proposal not to exceed \$2,500. Seconded by Ms. Millspaugh. Motion passed unanimously.

- B. Ms. Millspaugh motioned to ratify the change in bank signature cards at Key Bank Money Market account to reflect, Keith Dodd, Joan Millspaugh and Anna Mallinson as approved signers. Seconded by Ms. Mallinson. Motion passed unanimously.

VII. UNFINISHED BUSINESS

- A. ARC members Bill Ader and Harley Rinerson were in attendance to discuss their findings regarding the fence on Ingleton that does not match existing fencing which has been approved by HOA #1. Question was had regarding who had authority to direct the possible changes of the fence. Mr. Labossiere will counsel with the CPNMD and City to investigate ownership and maintenance responsibility of the gray colored common area fencing. Ms. Schuessler commented that HOA #1 does have a five year plan in place to replace/repair the common area fences. A question was asked if HOA #1 plans to replace with the current fencing as like the current fencing in Castle Pines. Ms. Schuster will check and get back to CPN Association. It would be the request that the current gray six inch fencing be replaced with same size and color as the other common area fencing. Further discussion on this topic will take place at the next Board meeting in November.
- B. The Board reviewed and discussed the 2007, 2008 and 2009 Audit. Mr. Cook motioned to approve the audit. Seconded by Ms. Mallinson. Motion passed unanimously. The Board reviewed and discussed the 2010 Audit. Mr. Cook motioned to approve the audit. Seconded by Ms. Mallinson. Motion passed unanimously.
- C. There is no update regarding the Elk statue donation from HF Holdings. Mr. Steavpack will give the Board an update at the next meeting at that time the wording for a plaque for the Elk will be discussed.

VIII. ADDITIONAL HOMEOWNER INPUT

A question was asked regarding the community garden. No paperwork has been submitted to the CPNMD for approval. The sign that was posted was approved by the City. A question was asked regarding the deteriorating railroad ties by Timber Trail Elementary School. It was suggested to contact Sam Bishop with the City for plat maps regarding ownership of the lot. Although the HOA management company should have these plat maps on file at their offices. Mr. Labossiere will get a City of Castle Pines colored map showing the community and boundary lines to post at the community room.

IX. REVIEW AND APPROVAL OF MINUTES

- A. The minutes from September 15, 2011 meeting were reviewed. Mr. Steavpack motioned to accept the minutes as submitted. Ms. Mallinson seconded the motion. Motion passed unanimously with Ms. Millspaugh abstaining.

X. FINANCIAL REPORTS

- A. The Board reviewed the September 2011 financials to include the bank statements, bank reconciliation detail, bank reconciliation summary, monthly income statement, ytd income statement, current payables (check detail), AR Aging summary, collections summary. Mr. Cook motioned to approve the financials as submitted. Seconded by Mr. Steavpack. Motion passed unanimously.

- B. Ms. Maguire presented the payables (check detail) from August 19, 2011 through September 15, 2011. Mr. Mallinson motioned to accept the payables as submitted, seconded by Mr. Cook. Motion passed unanimously.
- C. Ms. Maguire presented the delinquency report. Collections are ongoing and several more delinquent owners have remitted their dues.
- D. The Board previously reviewed and discussed the 2012 Budget at the September meeting. Further discussion was held. Mr. Steavpack motioned to accept the 2012 Budget subject to the Parks Authority decision on their agreement to a lesser contribution. Seconded by Ms. Mallinson. Motion passed unanimously.

XI. NEXT MEETING

- A. Next meeting date; November 15, 2011 – 7 p.m. Annual Meeting

XII. ADJOURNMENT

With no other business to come before the Board, Mr. Steavpack made a motion to adjourn the monthly meeting at 8:45 p.m. Ms. Mallinson seconded the motion. Motion passed unanimously.

Respectfully submitted,

Kim Maguire, CMCA, Community Manager