

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

Thursday, April 21, 2011
7:00 P.M.

I. CALL TO ORDER

- A. The April 2011 meeting of the Board of Directors of the Castle Pines North Association, Inc. was held on the evening of April 21, 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, Keith Dodd, Joan Millsbaugh and Larry Cook. Absent: Jack Zelkin. Representing management: Kim Maguire with Premier Property Management, LLC.
Homeowners present: Stephen Allen (HOA #1)

Delegates/Alternates Present:

Steve Eller (Greenbriar)
Eric Ford (Crossings)
Al Whitehouse (Hidden Pointe)
Jim Greathead (HOA 2)
Doug Gilbert (HOA1) Alternate
Bill Dalton (Claremont)
Nancy Wilt (Claremont)
Anna Mallinson (North Lynx)
Keith Dodd (Forest Park)

Delegates Absent:

Maureen Shul (Bramble Ridge)
Carol Padilla (Briar Cliff)
Gregg Fisher (Bristle Cone Single)
Brian Moe (Stonecroft)
Mike Henry (Winterberry)
Terry Jones (South Lynx)
Suki Fitzgerald (Hamlet)
Don Van Putten (Pine Ridge)
Gail Stehlik (Retreat)
Cris Cristadoro (Romar)
Russell Pinho (Tapestry Hills)
Jim Hawthorne (Bristle Cone Patio)
Cheryl Schuessler (HOA 1)
Russell Pinho (Tapestry Hills)
Vacant (Estates at Buffalo Ridge)
Vacant (Glen Oaks)

- 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. Mr. Steavpack motioned to approve the Agenda as presented. Seconded by Mr. Cook. Motion passed unanimously.

II. HOMEOWNERS FORUM

Mr. Labossiere opened the floor to the homeowners for comments. Question was asked on the timing of the Garage Sale signage for the May 13th and May 14th CPN garage sale. Mr. Steavpack announced that the signage is being funded by KeyBank and signs should be available for pickup a week prior to the event at the bank. An email blast will be sent informing homeowners of this information soon. Mr. Greathead announced that new Rules and Regulations will be submitted for the Canterbury/Broadwick HOA. Discussion was held regarding the chain link fence that was installed at the Montessori School and the school bus drop off of Castle Pines Parkway. The City has been notified of the chain link fencing and the Douglas County school transportation department has been notified for the concern on the drop off location.

III. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson presented photos of the progress of the Elk Ridge Park. Concrete has been poured. Seventy trees will be planted. Artificial turf installation has begun. There will be fencing installed to protect the newly planted turf. The water feature is being installed. Restrooms will be installed the 2nd week in May. The Parks Authority Board will be unable to commit to a July 2nd dedication celebration. The Elk is still in the works. It was noted that the advertised, "Community Garden" is not sponsored by the Parks Authority. The Community Garden is being headed by a homeowner in Castle Pines, more information to follow regarding the Garden once the Castle Pines Metro District reviews plans and proposed action plan.
- B. **CPN Metro District** – Mr. Labossiere reported that the interconnect pipeline project's first deadline has been met and the pump house is in progress.
- C. **City of Castle Pines** – Mr. Doug Gilbert was in attendance to discuss the following for the City:
1. Transition from CH2MHill will be completed the end of June 2011.
 2. Senate Bill was passed on some amendments to the Conflict of Interest Policy, which the which the CPN Board is already in the process of amending.
 2. The present snow removal contract is up on 4/30/2011; hopefully no snow removal will be needed in May.
 3. Several ordinances are being reviewed, (re: animal and parking) visit the City website for more detailed information.
 4. Public works encourages HOA's to get more involved with fire mitigation. South Metro Fire has offered to help file grant paperwork.
 5. The city audit is almost ready.

IV. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** – Ms. Mallinson reported that the email server was down for a couple days and now up and running. This seems to happen when Comcast does updates. The Webmaster will investigate further. More discussion was held regarding fire mitigation. The Board will review options for meetings with the HOA's for this very important subject. More information to follow. Communication via email blast will be sent to all HOA's once a decision has been made on an action plan.
- B. **Social Events** – Mr. Steavpack reported the following:
The 21st annual garage sale will take place on May 13th and 14th, Key Bank will be supplying the garage sale signs and residents are encouraged to stop by the bank to pick up their signage, an Email blast will occur when signage is ready for pickup. Goodwill has been contacted and will remain open for extended hours; until 6 p.m., both sale days for drop off of goods not sold. This information will also be communicated to the residents. Ms. Maguire will email gated communities to remind them to open their gates for the garage sale event. The Douglas County Sheriff will be notified to increase patrol, due to the amount of increased traffic that is anticipated. Elk Ridge Park Dedication date to be determined.
- C. **Delegate Involvement Committee** – Mr. Dodd reported that the dog waste concern has been reported to the City. There is no ordinance at this time, but the City is working on it. IREA has been contacted regarding the leaning light posts. IREA was out and repaired one post. Many more need attention. Ms. Maguire will follow-up with them. The next delegate meeting will take place in May at 6 p.m. Delegates are encouraged to attend. Ms. Maguire will send out an email blast reminder to them. A delegate phone tree was suggested for better attendance.

V. NEW BUSINESS

Conflict of Interest Policy will be amended per the new bill that was signed into law on April 13, 2011. The Policy will be presented at the next meeting for review and approval.

Ms. Maguire was asked to list delegates that are absent on the minutes.

VI. UNFINISHED BUSINESS

- A. Ms. Mallinson and Mr. Labossiere will be updating the email policy for review and approval by the Board.

VII. ADDITIONAL HOMEOWNER INPUT

No additional homeowner input.

VIII. REVIEW AND APPROVAL OF MINUTES

- A. The minutes from March 17, 2011 meeting were reviewed. Ms. Steavpack motioned to accept the minutes as corrected under Section III; Homeowner Forum to strike Economic Development Council changed to DCWRA. Ms. Mallinson seconded the motion. The Board unanimously approved the motion with Mr. Cook abstaining.

IX. FINANCIAL REPORTS

- A. The Board reviewed the March financials. Ms. Maguire will add the yearly budget column to the YTD income statement. Ms. Millspaugh motioned to approve the financials as submitted. Seconded by Mr. Cook. Motion passed unanimously.
- B. Ms. Maguire presented the payables (check detail) from March 17th through April 13th. Mr. Labossiere motioned to approve the payables as submitted. Seconded by Ms. Mallinson. Motion passed unanimously.
- C. Ms. Maguire covered the current delinquency report. Ms. Maguire has mailed several demand letters. Request was made to eliminate Homeowner names from the report. Discussion was had, no decision was made.
- D. Collection Policy: Mr. Dodd and Ms. Maguire recommended some changes to the Collection Policy. Ms. Maguire will present the final policy recommendations at the next meeting.

X. NEXT MEETING

- A. Next meeting date; May 19, 2011 – 7 p.m.

XI. ADJOURNMENT

With no other business to come before the Board, Mr. Steavpack made a motion to adjourn the monthly meeting at 9:00 p.m. Ms. Mallinson seconded the motion. Motion passed unanimously.

Respectfully submitted,

Kim Maguire, Community Manager