

CASTLE PINES NORTH ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, May 17 2011
7:00 P.M.

I. CALL TO ORDER

- A. The May 2011 meeting of the Board of Directors for the Castle Pines North Association, Inc. was held on the evening of May 17, 2011 at the Castle Pines Chamber Office, 562 E. Castle Pines Parkway, C-1, Castle Pines, Colorado. The meeting was called to order at 7:08 p.m. by President, Steve Labossiere.
- B. Introductions were called: Board Members present: Steve Labossiere, Jack Zelkin, Jim Steavpack, Keith Dodd, Joan Millspaugh and Larry Cook. Absent: Anna Mallinson, Representing management: Kim Maguire with Premier Property Management, LLC. **Homeowners present:** Bill Ader (Bramble Ridge), Stephen Allen (Knightsbridge), Jeff Huff (Mayor/HPHOA), Carla Kenny (Bristle Cone Single/Chamber V.P.)

Delegates/Alternates Present:

Steve Eller (Greenbriar)
Eric Ford (Crossings)
Al Whitehouse (Hidden Pointe)
Jim Greathead (HOA 2)
Cheryl Schuessler (HOA 1)
Bill Dalton (Claremont)
Ted Lohr (Bristle Cone Patio)
Gail Stehlik (Retreat)
Keith Dodd (Forest Park)
Gregg Fisher (Bristle Cone Single)
Barb Saenger (Pineridge)
Gail Stehlik (Retreat)
Scott Blaeser (Glen Oaks)

Delegates Absent:

Maureen Shul (Bramble Ridge)
Carol Padilla (Briar Cliff)
Russell Pinho (Tapestry Hills)
Brian Moe (Stonecroft)
Mike Henry (Winterberry)
Terry Jones (South Lynx)
Suki Fitzgerald (Hamlet)
Don Van Putten (Pine Ridge)
Jim Hawthorne (Bristle Cone Patio)
Russell Pinho (Tapestry Hills)
Cris Cristadoro (Romar)
Vacant (Estates at Buffalo 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. Mr. Steavpack motioned to add under III. Community Reports; D. Chamber. Mr. Cook motioned to approve the Agenda as amended. Seconded by Ms. Millspaugh. Motion passed unanimously.

II. HOMEOWNERS FORUM

Mr. Labossiere opened the floor to the homeowners for comments. Mayor Huff and Castle Pines Chamber, Vice President, Carla Kenny spoke to the Board about the Castle Pines Library. The lease for the library ends on September 1, 2011 and funds are needed to keep the facility open. The library needs \$30,000 per year for the next three years to stay open. Fund raising campaigns will begin soon. Mayor Huff and Ms. Kenny are seeking support from the CPN HOA to hand out King Sooper Script cards at the Independence Day celebration on July 1, 2011. King Sooper's stores donate 5% for every \$100 purchased (script cards), back to the Library. Residents can also purchase the library for a day in which your donation of \$100 keeps the library open to the public and your name is recognized by being displayed on a television set inside the library for the day. June 7, 2011 is the next organizational meeting at 11:30 a.m. at the Community Center. Joan Millspaugh will be the CPN HOA representative on the Committee.

III. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson submitted a written report read by Ms. Millspaugh reporting on the Elk Ridge Park progress:
Half of the trees are now planted. Sod has been laid around the field. Synthetic turf is in the final stages of being installed. Restrooms are being installed along with playground equipment and the pavilions. Spray ground is almost complete, along with the climbing wall. Completion is set for the end of June depending on weather.
- B. **CPN Metro District** – Mr. Labossiere reported that the community meeting that was held May 16, 2011 regarding the dissolution plan had a very good attendance by Castle Pines residents. The Community Garden has not been approved yet by the CPNMD. The sprinkler retro fit was a success and sprinkler heads were gone within 20 minutes. The interconnect pipeline project is on schedule and under budget. The renewable water plan is on hold until the dissolution plan is completed.
- C. **City of Castle Pines** – Mayor Huff reported that a city ordinance has passed regarding the parking of RV's, large trucks, trailers and dumpsters. The ordinance does not allow these vehicles to be parked on the street for more than 72 hours or they will be ticketed. However, HOA's are encouraged to enforce their covenants before reporting the violation to the City. The City has directed staff to develop operating rules and regulations for the new Elk Ridge Park that will be opening soon. This only applies to Elk Ridge Park and no other parks in the City.
- D. **Castle Pines Chamber** – Ms. Kenny is asking for the CPN HOA to co-sponsor this year's Independence Day celebration to be held on July 1, 2011, from 5:30 p.m. to 8:30 p.m. at the Coyote Ridge Park. The CP Chamber is asking for \$3,000 for the event. Mr. Labossiere motioned to approve the donation, not to exceed \$3,000 for the event as the exclusive sponsor, subject that the city ordinance is applicable only to Elk Ridge Park and not Coyote Ridge Park. Seconded by Mr. Cook. Motion passed unanimously. Ms. Kenny will supply management with budget line items for monitoring.

IV. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** – Mr. Steavpack reported that the garage sale posting was very time consuming. There were many submittals to post for the event by Residents.
- B. **Social Events** – Mr. Steavpack reported the following:
The 21st annual garage was a great success. Key Bank will reimburse the CPN HOA for the signage which totaled \$3,062.30. Funds from the bank should be received in the next four to six weeks. All State Insurance Company handed out maps; weather was okay with some rain and snow on Friday and nicer on Saturday with some rain.
Restaurants reported that they were busy. Goodwill Donation Center was full, maybe seek volunteers to help Goodwill next year. It was noted that the MA Logo was too small on the signs. The Police Department was notified prior to the event to increase patrol. Mr. Steavpack will develop a task list for the files for next year. Special thanks to Mr. Steavpack for making the Garage Sale a great success.
City Council person, Kim Hoffman is managing the parks dedication for the City of Castle Pines. Mr. Steavpack made a motion, rescinding his previous motion several months ago to financially support the parks dedication event, since the City has now taken over the dedication. Mr. Cook seconded the motion. Motion passed unanimously.
- C. **Delegate Involvement Committee** – Mr. Dodd reported that the Delegates met from 6 p.m. to 7 p.m. on May 17, 2011. Topics discussed: IREA has been notified to speak directly with Nancy Wilt on the leaning light poles, caused by high winds. There was some discussion regarding the

non-approval of the community garden. The next Delegate meeting will be held from 6 p.m. to 7 p.m. on July 21, 2011. Delegates are encouraged to bring their Board Members to the meeting.

V. NEW BUSINESS

- A. Ms. Maguire reported that the CPN HOA AR Aging Summary that the Daniels Gate Recreation Center Board of Directors requested every month was retracted.

VI. UNFINISHED BUSINESS

- A. Mr. Labossiere tabled the updating the email policy.
- B. Ms. Maguire presented the amended Conflict of Interest Policy. Mr. Labossiere requested that the attorney review the section of the amendment to read “any other entity in CPN”
- C. Rubin Brown, LLP was in attendance to review the draft financial statements with the Board and to discuss 2007-2009 budget to actual variances and debrief the board on the audit process. Mr. Dodd motioned to have Rubin Brown, LLP complete the 2010 audit and taxes. Seconded by Mr. Labossiere. Motion passed unanimously. It was agreed by the Board to include Cheryl McDade in answering some of the questions regarding 2007-2009 budget to actual variances and to compensate Ms. McDade accordingly.

VII. ADDITIONAL HOMEOWNER INPUT

No additional homeowner input.

VIII. REVIEW AND APPROVAL OF MINUTES

- A. The minutes from April 21, 2011 meeting were reviewed. Mr. Cook motioned to accept the minutes as corrected under Section III; Community Reports; Parks Authority, change install to installation. Ms. Millspaugh seconded the motion. The Board unanimously approved the motion with Mr. Zelkin abstaining.

IX. EXECUTIVE SESSION

No Executive Session held.

X. OTHER

No Other discussion held.

XI. FINANCIAL REPORTS

- A. The Board reviewed the April financials. 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 April 14, 2011 through May 10, 2011. Ms. Millspaugh motioned to approve the payables as submitted. Seconded by Mr. Dodd. Motion passed unanimously.

- C. Ms. Maguire covered the current delinquency report. Ms. Maguire was instructed to keep the homeowners names on the delinquency listing.
- D. Collection Policy: Ms. Maguire presented the amended collection policy. Mr. Dodd motioned to approve the policy as presented. Seconded by Mr. Zelkin. Motion passed unanimously.

XII. NEXT MEETING

- A. Next meeting date; June 16, 2011 – 7 p.m.

XIII. ADJOURNMENT

With no other business to come before the Board, Mr. Steavpack made a motion to adjourn the monthly meeting at 9:55 p.m. Mr. Cook seconded the motion. Motion passed unanimously.

Respectfully submitted,

Kim Maguire, Community Manager