

# CASTLE PINES NORTH ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING MINUTES

Thursday, August 18, 2011  
7:00 P.M.

### I. CALL TO ORDER

- A. The August 2011 meeting of the Board of Directors for the Castle Pines North Association, Inc. was held on the evening of August 18, 2011 at the Castle Pines Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado. The meeting was called to order at 7:13 p.m. by Board President, Steve Labossiere.
- B. Introductions were called: Board Members present: Steve Labossiere, Anna Mallinson, Jim Steavpack, Joan Millspaugh and Keith Dodd. Absent; Larry Cook.  
Representing management: Kim Maguire with Premier Property Management, LLC.  
**Homeowners present:** Bill Ader, CPN ARC Chairman, Warren Lyng (Bristlecone), Stephen Allen (Knightsbridge), Jeff Huff (City Mayor), Kim Reinke (Hidden Pointe), Mark McDade (Hidden Pointe)

#### **Delegates/Alternates Present:**

Cheryl McDade (Hidden Pointe)  
Eric Ford (Crossings)  
Suki Fitzgerald (Hamlet)  
Jim Greathead (HOA 2)  
Dave Thomas (Claremont)  
Rex Lucas (Brambleridge)  
Laurie Golden (Huntington)  
Gregg Fisher (Bristle Cone Single)  
Bill Dalton (Claremont)  
Jim Hawthorne (Bristle Cone Patio)  
Cheryl Schuessler (HOA 1)  
Nancy Wilt (Claremont)  
Keith Dodd (Forest Park)  
Barb Saenger (Pineridge)

#### **Delegates Absent:**

Maureen Shul (Bramble Ridge)  
Carol Padilla (Briar Cliff)  
Russell Pinho (Tapestry Hills)  
Brian Moe (Stonecroft)  
Mike Henry (Winterberry)  
Terry Jones (South Lynx)  
Russ Brown (Huntington)  
Don Van Putten (Pine Ridge)  
Scott Blaeser (Glen Oaks)  
Cris Cristadoro (Romar)  
Russell Pinho (Tapestry Hills)  
Steve Eller (Greenbriar)  
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. Labossiere added to the agenda "Board Vacancy" Ms. Millspaugh motioned to accept the agenda as amended, seconded by Ms. Mallinson. Motion passed unanimously.

### II. BOARD VACANCY

Mr. Steavpack discussed the interview process that took place to replace, prior Board Member Jack Zelkin, who resigned in June 2011. The Board appointed a Board Vacancy Selection Committee to interview interested candidates. The committee consisted of Jim Steavpack, Joan Millspaugh and Cheryl Schuessler. Five interested homeowners submitted their names. Four interviews took place, as one candidate was unable to interview due to a conflict. The committee recommended two candidates. Mr. Steavpack motioned to nominate Eric Ford as the new board member to the CPN Association Board. Seconded by Ms. Mallinson. Motion passed unanimously. Mr. Ford's term will end in 2012.

### III. HOMEOWNER FORUM

Warren Lynge was present to discuss current library fund raising events. The Castle Pines Library is raising funds to keep the current library open. The City of Castle Pines will donate \$25,000 which will be presented at a public meeting on September 7, 2011. In addition the City will donate \$15,000 in 2012 and \$10,000 in 2013 respectively. Mr. Lynge asked for a donation from the CPN Association in the amount of \$15,000. The Board identified ways to support the library for this campaign but did not take action on the request at this meeting.

It was noted that the CPN Association previously donated \$2,500 from a previous campaign when the library first opened.

### IV. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson reported that the Elk Ridge Park is 98% complete and will be 100% completed by September 1, 2011. Currently, residents are using the park and should be cautioned that there is still work in progress with mud on sidewalks, etc... The park is still waiting for the arrival of the Elk. Ms. Maguire was asked to follow-up on expected delivery date. The park will be officially turned over to the City on September 1, 2011. Currently the Parks Authority Board is working on the wording for a monument stone at the front of the entrance. There has been several change orders to the park which has resulted in more costs, however the Parks Authority has enough money to fund. The parks dedication celebration will take place on September 17, 2011. There will be a possible mill levy for 2012 through the City. It was noted that the park cost \$4.2 million dollars and \$2.6 million was funded by the CPN Association Members.
- B. **CPN Metro District** – No report.
- C. **Castle Pines Library** – Ms. Millsbaugh commented that the report basically was the same as Mr. Lynge.
- D. **City of Castle Pines** – Mayor Huff reported on the following: Currently parking issues at the Elk Ridge Park are being discussed and an overflow lot “Tract B”, may be added for the school and parks use during large events. More discussion is being held regarding the dedication to the parks and more events are underway. A poster was presented to the members and logos of sponsors were discussed. Road construction on Monarch and Castle Pines Parkway will be completed by October 10, 2011. A Parks and Recreation Manager has been hired and will start soon.

### V. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** – Still under works is the option to e-blast attachments to the membership. Ms. Millsbaugh and Ms. Maguire will train with webmaster in October.
- B. **Social Events** – Mr. Steavpack commented that he has only been invited to one parks dedication meeting. Mr. Steavpack indicated that it is important that the City and the CPN Association partner together to make the dedication a success. Mr. Steavpack noted that the \$15,000 donation to the park dedication be conducted like previous donations made and that the CPN Association must give prior approval of all expenditures. The CPN Association has several ideas to share with the City on the dedication and a collaborative effort is needed between the City and the CPN Association. It was commented that the City is donating \$5,000 to the celebration and the Parks Authority is donating \$2,500.  
Another Book Swap is being planned for October/November.
- C. **Delegate Involvement Committee** – No report.

- D. **ARC Update:** Bill Ader was present to discuss the meeting that was held with the Community Garden. Urban Garden is involved with the planning of the garden. The Community Garden would like to start planning this fall. It was noted that the Community Garden still must present their plans to the CPN Metro District for approval and a public meeting will be announced for public comment. The expectation of the CPN ARC would be to review the plans the Garden Community has and adhere to existing CPN HOA guidelines and oversee the design and street scape design and report/submit to the CPN Association Board of Directors.

## VI. NEW BUSINESS

- A. The South Metro Evacuation Plan meeting was discussed. The meeting will be held on September 8, 2011 at 11 a.m. Joan Millspaugh volunteered to attend the meeting as a representative for the CPN Association.
- Mr. Dodd discussed the timing of the 2012 budget with the Board. Mr. Dodd asked that budget line items be submitted by the Social Committee and the Parks Authority Committee as soon as possible. Mr. Steavpack will email Ms. Maguire the line item proposed dollar amounts for the Social Committee. It was mentioned that a new Parks Authority Amendment should be submitted for approval based on the proposed annual dues. Ms. Maguire presented a couple options for the insurance renewal for the CPN Association. Mr. Dodd mentioned as per the Conflict of Interest Policy that his wife is an insurance agent, and Ms. Maguire involved Mrs. Dodd on a few fact finding insurance questions. Mr. Labossiere motioned to accept the renewal proposals effective September 14, 2011 with the current agent and carriers Auto Owners Insurance and Travelers. Seconded by Mr. Dodd. Motion passed unanimously.

## VII. UNFINISHED BUSINESS

None

## VIII. ADDITIONAL HOMEOWNER INPUT

None

## IX. REVIEW AND APPROVAL OF MINUTES

- A. The minutes from July 21, 2011 meeting were reviewed. Ms. Mallinson motioned to accept the minutes as presented. Motion seconded by Ms. Millspaugh. Motion passed with Mr. Labossiere, Mr. Dodd and Mr. Ford, abstaining.

## X. FINANCIAL REPORTS

- A. The Board reviewed the July 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. Dodd motioned to approve the financials as submitted. Seconded by Ms. Millspaugh. Motion passed with Mr. Ford abstaining.
- B. Ms. Maguire presented the payables (check detail) from July 15, 2011 through August 18, 2011. Ms. Millspaugh motioned to accept the payables as submitted, seconded by Ms. Mallinson. Motion passed unanimously.

- C. Ms. Maguire presented the delinquency report. Collections are ongoing and several more delinquent owners have remitted their dues. Ms. Maguire also presented the collection report provided by Community Management Association, "Collection Firm", Ms. Maguire noted that a meeting was held with the collection agency and the outcome of the meeting is that the accounts they are trying to collect total \$5,183.93 dated August 19, 2011 were uncollectable and the accounts should be written off as a bad debt. The collection agency agreed that they would not charge the association in removing the accounts from their agency. Mr. Labossiere motioned to approve Ms. Maguire to write off the uncollectable balance in the amount of \$5,183.93. Seconded by Mr. Dodd. Motion passed unanimously.
- D. Ms. Millspaugh ratified the previous approval for the change order on the 2007, 2008 and 2009 audit in the amount of \$6,500.00. Mr. Steavpack seconded the motion. Motion passed unanimously.
- E. Audit update – The 2007, 2008, 2009 audit will be completed by next week. The current 2010 audit should be completed soon.

#### **XI. NEXT MEETING**

- A. Next meeting date; September 15, 2011 – 7 p.m.  
Note: the next Delegate meeting will be held at 6 p.m. on September 15, 2011.

#### **XII. ADJOURNMENT**

With no other business to come before the Board, Mr. Dodd made a motion to adjourn the monthly meeting at 9:25 p.m. Ms. Millspaugh seconded the motion. Motion passed unanimously.

Respectfully submitted,

Kim Maguire, CMCA, Community Manager