

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

Thursday, September 15, 2011
7:00 P.M.

I. CALL TO ORDER

- A. The September 2011 meeting of the Board of Directors for the Castle Pines North Association, Inc. was held on the evening of September 15, 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 Board President, Steve Labossiere.
- B. Introductions were called: Board Members present: Steve Labossiere, Anna Mallinson, Jim Steavpack, Larry Cook and Eric Ford. Absent: Joan Millspaugh and Keith Dodd. Representing management: Kim & Kelly Maguire with Premier Property Management, LLC. **Homeowners present:** Mark Shively. Also present was Terry Wiebold, with the Castle Pines Connection Newspaper.

Delegates/Alternates Present:

Don Van Putten (Pine Ridge)
Eric Ford (Crossings)
Steve Eller (Greenbriar)
Jim Greathead (HOA 2)
Dave Thomas (Claremont)
Rex Lucas (Brambleridge)
Scott Blaeser (Glen Oaks)
Gregg Fisher (Bristle Cone Single)
Bill Dalton (Claremont)
Jim Hawthorne (Bristle Cone Patio)
Cheryl Schuessler (HOA 1)
Nancy Wilt (Claremont)
Gail Stehlik (Retreat)

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)
Keith Dodd (Forest Park)
Suki Fitzgerald (Hamlet)
Cris Cristadoro (Romar)
Russell Pinho (Tapestry Hills)
Laurie Golden (Huntington)
Vacant (Estates at Buffalo Ridge)
Cheryl McDade (Hidden Pointe)
Barb Saenger (Pineridge)

- 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. APPOINT OFFICER

Mr. Labossiere motioned to appoint Mr. Ford as the new Secretary for the CPN Association. The Officer position has been vacant since Mr. Zelkin resigned. Mr. Steavpack seconded the motion. Motion passed unanimously.

III. HOMEOWNER FORUM

Mr. Shively was in attendance to announce the upcoming informational meeting to be held on September 24, 2011 from 9 a.m. to 11:30 a.m. The meeting will be held at the Castle Pines Homes Association at 688 Happy Canyon Road. HOA Managers, HOA Board Members and HOA Contractors are invited to attend. The meeting will inform the participants on how to save money on your HOA's water bill and a free rotary sprinkler retrofit drawing will be held, a \$2,500 value. Ms. Maguire will email the HOA Managers and HOA Board Presidents the invite.

IV. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson reported that the Elk Ridge Park is 99.9% complete. The City officially took over today, September 15, 2011 and will be responsible for the park. The new bronze elk has been installed. Next month's agenda should include discussion on the wording of the plaque for the Elk statue. Ms. Maguire will forward documentation of the cost of the elk to the City for their records. There is approximately \$500,000 in the current Parks Authority bank for future expenses to the parks in Castle Pines. It was discussed to email out the notice of the Parks celebration that will be held on Saturday, September 17, 2011, this will be completed Friday morning.
- B. **CPN Metro District** – There will be a CPN Metro District board meeting on Monday, September 19, 2011 at 7 p.m.
- C. **Castle Pines Library** – Dining out for the Library campaign brought in over \$2,000 in donations. To date the total funds collected for the library campaign “Let’s keep a good thing going” is \$33,981.19.
- D. **City of Castle Pines** – No report

V. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** –The option to e-blast attachments to the membership is still under works. Ms. Mallinson will ask the website manager to send us results for Google analytics.
- B. **Social Events** – Mr. Steavpack reported that the Castle Pines Chamber of Commerce presented the CPN Association with the Founders Members Award plaque. Work is still in progress with the planning and scheduling of the Elk Park celebration for September 17, 2011. The CPN “Master” Association is contributing funding for the food, drinks, tents, service people and activities. So far the CPN “Master” Association has spent approximately \$12,000 - \$13,000 on the celebration. \$1,000 has been spent on the Oktoberfest event to take place on September 24, 2011 those dollars spent will assist in the Library fund raising events, with proceeds of any and all donations from food sales and raffle ticket prizes to go directly to the Library fund raising campaign. Another Book Swap is being planned for the first week in November.
- C. **Delegate Involvement Committee** – January will be the next Delegate meeting. Delegates were reminded of the November 15, 2011 Annual Meeting, to be there to vote for the election. Proxies will not be accepted; per the Bylaws of the Association so either the Delegate or the Alternate must be present.

VI. NEW BUSINESS

- A. The CPN Association Annual meeting will be held on November 15, 2011.
- B. CP Parks Authority will need to see the proposed 2012 budget for the CPN Association before any proposed amendment is signed.
- C. Mr. Steavpack commented that a five year plan should be made regarding neighborhood common area fencing that is deteriorating. There is a neighborhood fence in need of paint and also a fence that does not conform to the standard fencing. Ms. Maguire will meet with ARC, Bill Ader to develop a letter to go out to all HOA managers. The CPN "Master" Association has the authority to enforce guidelines within the neighborhood HOA's.

VII. UNFINISHED BUSINESS

None

VIII. ADDITIONAL HOMEOWNER INPUT

Ms. Schuessler, Delegate for HOA #1 commented that the fence in question of needing paint is set to be completed in the near future.

IX. REVIEW AND APPROVAL OF MINUTES

- A. The minutes from August 18, 2011 meeting were reviewed. Mr. Steavpack motioned to accept the minutes with one correction, under Homeowners Forum (III), note that, "discussion was held but no action taken regarding donations to the Library". Ms. Mallinson seconded the motion. Motion passed unanimously.

X. FINANCIAL REPORTS

- A. The Board reviewed the August 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. Steavpack motioned to approve the financials as submitted. Seconded by Ms. Mallinson. Motion passed unanimously.
- B. Ms. Maguire presented the payables (check detail) from August 19, 2011 through September 15, 2011. Mr. Steavpack 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.
- D. The 2007, 2008, 2009 audit is completed, but there are some editorial edits that need to be made. Mr. Labossiere motioned to approve and post the 2007, 2008, 2009 audit subject to editorial changes that Mr. Labossiere will red-line and email the Board. Ms. Mallinson seconded the motion. Motion passed unanimously.
- E. The draft of the 2010 financial audit will be emailed to the Board on September 16, 2011 for their review and edits.
- F. Mr. Maguire and Ms. Maguire presented the 2012 proposed budget. There will be final edits based on Board of Director comments. The CP Parks Authority will review the proposed amendment along with the CPN Association proposed 2012 Budget and comment no later than the end of October.

XI. NEXT MEETING

- A. Next meeting date; October 20, 2011 – 7 p.m.

XII. ADJOURNMENT

With no other business to come before the Board, Mr. Labossiere made a motion to adjourn the monthly meeting at 9:15 p.m. Ms. Mallinson seconded the motion. Motion passed unanimously.

Respectfully submitted,

Kim Maguire, CMCA, Community Manager