

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

Thursday, April 19, 2012
7:00 P.M.

I. CALL TO ORDER

- A. The April 2012 meeting of the Board of Directors for the Castle Pines North Association, Inc. was held on the evening of April 19, 2012 at the Castle Pines Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado. The meeting was called to order at 7:04 p.m. by Board President, Steve Labossiere.
- B. Introductions were called: Board Members present: Steve Labossiere, Anna Mallinson, Jim Steavpack, and Joan Millspaugh. Absent: Eric Ford.
Mr. Labossiere introduced new Board Members that were appointed to fill vacant terms. The appointment of the two new directors was approved via email in April; Steve Eller whose term will expire in 2012 and Brian Cardinell whose term will expire in 2014. A motion was made by Ms. Mallinson to ratify the approval of the two new Board Members. Seconded by Ms. Millspaugh. Motion passed unanimously.
Representing management: Kim Maguire, CMCA with Premier Property Management, LLC.
Homeowners present: James Einolf (City Councilman), Jeff Huff (City of Castle Pines; Mayor), Carla Kenny (Bristlecone Single & Castle Pines Chamber),

Delegates/Alternates Present:

Bill Dalton (Claremont)
Jim Greathead (HOA 2)
Cheryl McDade (Hidden Pointe)
Ted Lohr (Bristlecone Alternate)
Gregg Fisher (Bristle Cone Single)
Gail Stehlik (Retreat)
Steve Eller (Greenbriar)
Warren Lynge (Bristlecone Patio)
Suki Fitzgerald (The Hamlet)
Scott Blaeser (Glen Oaks)
Dave Thomas (Claremont)

Delegates Absent:

Eric Ford (Crossings)
Carol Padilla (Briar Cliff)
Teke Sankey (North Lynx)
Cris Cristadoro (Romar)
Don Van Putten (Pine Ridge)
Brian Moe (Stonecroft)
Mike Henry (Winterberry)
Cheryl Schuessler (HOA 1)
Rex Lucas (Bramble Ridge)
Keith Dodd (Forest Park)
Vacant (Tapestry Hills)
Vacant (Estates at Buffalo Ridge)
Vacant (South Lynx)

- 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. Modifications were made to add an Executive Session; IX. B, regarding a contract. Item V.C; appoint the vacant Board Treasurer position, Item V.D. Eagle Scout request. Mr. Steavpack motioned to approve the agenda as amended, seconded by Ms. Mallinson. Motion passed unanimously.

II. HOMEOWNER FORUM

Carla Kenny was present on behalf of the Castle Pine Chamber requesting sponsorship funds for the July 6, 2012 Castle Pines Independence Celebration. It was noted that the City of Castle Pines has secured a fireworks display to take place in Elk Ridge Park in the amount of \$10,000. Ms. Kenny presented various costs on items for the CPN Board to consider to financially help with the event. Discussion was held regarding the sponsorship and the Castle Pines North “Master” Association being recognized. It was suggested that the “Master”, hold a separate event. It was also suggested to form a Sub-Committee to work with the Chamber and City. Mr. Steavpack and Ms. Fitzgerald volunteered to be on the Sub-Committee. The Board will get back to Ms. Kenny on a decision. No action taken.

III. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson reported that the PA is waiting for the City of Castle Pines Survey results that included questions relating parks, open space, recreation center, community center and office buildings. The PA has submitted another GO CO Grant and will find out if the grant is approved in June 2012. There was a nationwide safety recall on a slide at the park that will be replaced with a different slide. The Community Garden Committee is working with the Canyons developer to place a temporary farm section for plantings. Ms. Mallinson noted that Elk Ridge Park was recognized in the Landscape Architect magazine.
- B. **CPN Metro District** – Mr. Labossiere reported that the CPNMD has republished the current rebates that are being offered. The CPNMD will sponsor a two to three hour xeriscape presentation to the public, more information to follow. Election ballots are being mailed tomorrow.
- C. **Castle Pines Library** – Ms. Millspaugh reported that \$55,000 has been raised. The goal is \$100,000. Most funds raised were through the Dining out for the Library Campaign. It was also noted that several large businesses have also contributed.
- D. **City of Castle Pines** – City Councilman, James Einolf reported that the Elk Ridge Park splash park will cost approximately \$23,000 to treat and maintain, since it is treated water like a swimming pool. It costs the City about \$190,000 to maintain the park every year. A new water district is being formed for the newly annexed property referred to as Castle Pines Town Center. Concerned owners regarding a second water district should attend the City Council meetings and attend their Ward meetings.

IV. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** –Ms. Mallinson reported that the Garage Sale information is on the website and many submittals are on the site for homeowner specific address and sale items. Ms. Mallinson is looking into overhauling the email system. The cost would be approximately \$2,800. (80 hours). CPNII HOA has developed their own website. Delegates and Board of Directors should submit their wish list as it pertains to emails, i.e., color photo attachments, etc. The website is a great benefit to all owners. A suggestion was made to separate homeowner emails from renter emails.
- B. **Social Events** - Mr. Steavpack announced the 22nd Annual Garage Sale to be held on May 18th and May 19th from 9 a.m. – 2 p.m. Advertising of the Garage Sale has been placed in the Denver Post, The Hub, Connection, local papers and Craigslist. Signs may be picked up at Allstate Insurance (Tammy Lopez-Agent).

Mr. Steavpack also mentioned that the Sheriff's Department has been notified and increased patrol will take place during the event. It was recommended to eblast a safety notice, for residents to keep doors, garages closed/locked, etc...

- C. **Delegate Involvement Committee** – No report. The Delegates will meet in May.

V. NEW BUSINESS

- A. Ms. Mallinson suggested name badges for the Delegates and business cards for the Board of Directors. Ms. Maguire will research and communicate with the Board on findings and cost. It was motioned by Mr. Steavpack to place an order not to exceed \$500.00. Seconded by Mr. Eller. Motion passed unanimously.
- B. Ms. Mallinson discussed the Board of Directors positions on supporting or commenting on political candidates. It was discussed and decided that Board Members should not make candidate endorsements, but they may do so from a personal level only.
- C. Mr. Steavpack motioned that Ms. Millspaugh be appointed as the Treasurer. Seconded by Mr. Eller. Motion passed unanimously.
- D. Ms. Millspaugh presented an emergency procedure brochure that was developed by Hunter Maready. Although we are unable to eblast the brochure out, it was suggested that the brochure should be posted on the website. It was agreed and a pdf copy of the brochure will be sent to Ms. Maguire by Ms. Millspaugh for posting.

VI. UNFINISHED BUSINESS

- A. Fencing issue – HOA #1 – Mr. Steavpack read the HOA #1 Design Guidelines. It was noted that no variance was submitted to the CPN Master HOA. It was unanimously decided that the HOA attorney send a letter to HOA #1 regarding this violation.
- B. 2012 Community Inspiration Award – Tabled

VII. DISCUSSION/ACTION ITEMS (HOA/Delegate/Member Feedback)

- A. CPNMD Lift Stations/Painting Update - Mr. Labossiere noted the District Staff is taking photos of the current stations so the Board can make an informed decision. They will also look at the lift stations in Highlands Ranch.
- B. Ms. Maguire updated the Board on her conversation with the Beverly Hills HOA Board President regarding vacant lots #7616, 7640, and 7654. Ms. Maguire was asked to call the owner for a possible offer by the CPN "Master" HOA to beautify those lots, as they are the entrance to our Community.

VIII. ADDITIONAL HOMEOWNER INPUT

Mayor Huff explained the City's role in the July 6th fireworks display. Liability coverage is covered by the fireworks vendor in the amount of two million dollars. City Council has a contract from the Vendor for \$10,000. If there are fire restrictions or high winds the event would be rescheduled for the following year.

IX. APPROVAL OF MINUTES

- A. The minutes from March 21, 2012 meeting were reviewed. Mr. Steavpack motioned to accept the minutes as submitted. Ms. Mallinson seconded the motion. Motion passed, with Mr. Eller, Ms. Millspaugh and Mr. Cardinell abstaining. "Mr. Ford approved the minutes via email vote"
- B. Meeting was adjourned at 9:20 p.m. to enter into Executive Session under C.R.S. ss 24-6-402 (4) (a). Regular meeting session was called back into order at 10:05 p.m. There were no motions or actions taken in Executive Session.

X. FINANCIAL REPORTS

- A. The Board reviewed the April 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 March 15, 2012 through April 19, 2012. Ms. Millspaugh motioned to accept the payables as submitted, seconded by Ms. Mallinson. Motion passed with Mr. Steavpack abstaining.
- C. Ms. Maguire presented the delinquency report. Collections are ongoing. Recap: 39 more homeowners submitted their dues since March 21, 2012. Twelve homeowners will be sent to the attorney for collection.

XI. NEXT MEETING

- A. Next meeting date; May 17, 2012 – 7 p.m.
Delegate Meeting; May 17, 2012 – 6 p.m.

XII. ADJOURNMENT

With no other business to come before the Board, Ms. Millspaugh made a motion to adjourn the monthly meeting at 10:16 p.m. Mr. Eller seconded the motion. Motion passed unanimously.

Respectfully submitted,

Kim Maguire, CMCA, Community Manager
Castle Pines North Association, Inc.