

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

**Thursday, January 19, 2012**  
**7:00 P.M.**

**I. CALL TO ORDER**

- A. The January 2012 meeting of the Board of Directors for the Castle Pines North Association, Inc. was held on the evening of January 19, 2012 at the Castle Pines Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado. The meeting was called to order at 7:14 p.m. by Board President, Steve Labossiere.
- B. Introductions were called: Board Members present: Steve Labossiere, Anna Mallinson, Jim Steavpack, and Eric Ford. Absent: Keith Dodd, Joan Millspaugh and Larry Cook. Representing management: Kim Maguire with Premier Property Management, LLC. Homeowners present: Carol Grant (Retreat)

**Delegates/Alternates Present:**

Cheryl Schuessler (HOA 1)  
Eric Ford (Crossings)  
Cheryl McDade (Hidden Pointe)  
Jeff Teter (Hidden Pointe)  
Dave Thomas (Claremont)  
Steve Eller (Greenbriar)  
Suki Fitzgerald (The Hamlet)  
Gregg Fisher (Bristle Cone Single)  
Bill Dalton (Claremont)  
Rex Lucas (Brambleridge)  
Scott Blaeser (Glen Oaks)  
Don Van Putten (Pine Ridge)

**Delegates Absent:**

Jim Hawthorne (Bristle Cone Patio)  
Carol Padilla (Briar Cliff)  
Teke Sankey (North Lynx)  
Gail Stehlik (Retreat)  
Brian Moe (Stonecroft)  
Mike Henry (Winterberry)  
Don Reese (Bramble Ridge)  
Keith Dodd (Forest Park)  
Jim Greathead (HOA 2)  
Cris Cristadoro (Romar)  
Barb Saenger (Pine Ridge)  
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. Mr. Steavpack requested to move items that needed board approval be addressed first as he will have to leave the meeting early. Ms. Mallinson motioned to approve the revised agenda, seconded by Mr. Ford. Motion passed unanimously.

**II. ELECTION OF OFFICERS**

- A. Mr. Steavpack motioned to keep the Officer positions the same as the prior year (2011) as follows: Steve Labossiere – President, Anna Mallinson – Vice President, Eric Ford – Secretary, Keith Dodd – Treasurer, Directors at Large – Joan Millspaugh, Larry Cook, Jim Steavpack. Seconded by Mr. Ford. Motion passed unanimously.

- B. The Core Values Commitment was passed around to the Board for signatures and will be posted on the website when all Board Member signatures are gathered.

### III. NEW BUSINESS

- A. A new amendment to the Bylaws Section 6.11 Order of Business was presented. The approval will allow the Board flexibility to change the order of business as needed. Mr. Labossiere motioned to approve the amendment as presented. Seconded by Ms. Mallinson. Motion passed unanimously. This new amendment will be posted on the website.
- B. Community Wide Email Blasts – It was discussed and decided that outside parties that would like an email blast sent out to the community, must be submitted no later than the second Friday of the month by 5 p.m. Ms. Mallinson and Mr. Labossiere will review the proposed email for approval and Ms. Maguire will eblast it out on the third Tuesday.

### IV. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson reported that a master plan is in the works for the Castle View Park to possibly include the Community Garden space behind the CPNMD building. Sam Bishop is no longer on the Board of Directors; Brad Meyering will serve in his place.
- B. **CPN Metro District** – The CPNMD continues to ask Ben Lockett to bring his Community Garden plans to them for review. It was noted that Mayor Huff is going to review the sign that is posted at the CPNMD building. There will be a public meeting before any Community Garden is approved.  
City Council voted to initiate the process to withdraw the dissolution action against the Castle Pines North Metropolitan District. A public hearing will be announced and held in the near future.
- C. **Castle Pines Library** – No report
- D. **City of Castle Pines** – No report

### V. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** –Ms. Mallinson reported that there were 637 hits to the CPN Website. Ms. Maguire will contact management for CPN II regarding updates for their HOA.
- B. **Castle Pines Connection** – Mr. Labossiere asked the Delegates and Board Members to submit any newspaper articles they think of for consideration. Maybe to include a snow removal matrix, which Ms. Maguire will work on with the HOA's to post on the website and eblast out to the community.
- C. **Social Events** – Mr. Steavpack reported that the Book Swap will be scheduled for March 10, 2012 from 10 a.m. – 2 p.m. Book drop off will take place the week before at the CPNMD building. The Garage Sale is set for May 18<sup>th</sup> and 19<sup>th</sup> from 9 a.m. – 2 p.m. it will take place rain, shine or snow.  
Mr. Steavpack motion to approve expenses up to \$500 for the Book Swap and \$1,500 for the garage sale. Seconded by Ms. Mallinson. Motion passed unanimously.

Mr. Steavpack presented the community directory to the Board to include advertisements and numerous mentions of the CPN Association. Mr. Steavpack motioned to approve the cost to publish and deliver the directory in the amount of \$6,000. Discussion was held and Mr. Labossiere requested to see the contract which Mr. Steavpack noted he will get to the Board for review. The motion failed for lack of approval. 2 - No, 1-Yes and 1 abstained. This topic will be tabled for next month. Mr. Steavpack also suggested possible concert in the park, performance by Rock Canyon High School. It was noted that the Theater Room at the CPNMD should be utilized more for children and movie nights. No action taken.

- D. **Delegate Involvement Committee** – Mr. Ford is the DIC Chairperson. Mr. Ford will contact Delegates who have not made it to any of the meetings. The Delegate meetings are held every other month (odd months) at 6 p.m. The next meeting will be held March 15, 2012.

## VI. UNFINISHED BUSINESS

- A. Mr. Labossiere motioned to ratify a previous email approval for the overage on cost for the Rubin-Brown audit for audit years 2007, 2008, 2009. Seconded by Ms. Mallinson. Motion passed unanimously. A special thank you to Cheryl McDade for her assistance with the audit.
- B. A \$1,500 check from Key Bank was received for their donation for the 2011 garage sale signage. Thank you to Key Bank.

## VII. HOMEOWNER FORUM

Ms. McDade suggested that lift station equipment be painted all one color and a possible split rail fence around them. The Board instructed Ms. Maguire to send a letter to the Castle Pines North Metro District, "CPNMD". It was also suggested by Mr. Steavpack that the building exterior be reviewed for painting. Ms. Maguire will include this in the letter to the CPNMD.

Ms. McDade also suggested that the Elk statue at Elk Ridge Park be moved to a more visible area. Ms. Mallinson commented that the location of the Elk statue is away from the playground so children do not climb on it. Mr. Steavpack also commented that the Elk is in a location that the designer suggested due to the natural setting in that particular location.

Ms. Schuessler gave an update to the Board regarding the fence in question at HOA #1. HOA #1 has spent \$115,000 in fence repairs/improvements from 2007-2011. It was noted that the fence is not consistent with other fencing. Ms. Mallinson asked to see the HOA #1 ARC guidelines and the approval form. Mr. Labossiere requested that Ms. Maguire contact the CPN Association Attorney to see if the CPN Master HOA has the authority to dictate to neighborhood HOA's on ARC.

## VIII. REVIEW AND APPROVAL OF MINUTES

- A. The minutes from October 20, 2011 meeting were reviewed. There was one correction on the spelling of the last name of Ms. Schuessler. Mr. Steavpack motioned to accept the minutes as corrected. Mr. Ford seconded the motion. Motion passed unanimously.
- B. The Board reviewed the Annual meeting minutes. It was noted that these minutes will not be approved until the next Annual meeting in November 2012 by the Delegates and Board of Directors.

### **IX. FINANCIAL REPORTS**

- A. The Board reviewed the December 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 October 14, 2011 through January 19, 2012. 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.

### **X. NEXT MEETING**

- A. Next meeting date; February 16, 2012 – 7 p.m.

### **XI. ADJOURNMENT**

With no other business to come before the Board, Ms. Mallinson made a motion to adjourn the monthly meeting at 8:45 p.m. Mr. Ford seconded the motion. Motion passed unanimously.

Respectfully submitted,

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