

CASTLE PINES NORTH ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 17, 2012
7:00 P.M.

I. CALL TO ORDER

- A. The May 2012 meeting of the Board of Directors for the Castle Pines North Association, Inc. was held on the evening of May 17, 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, Joan Millspaugh, Eric Ford, Brian Cardinell and Steve Eller. Representing management: Kim Maguire, CMCA with Premier Property Management, LLC. Homeowners present: Mike Spanbauer (Forest Park and CPN Assoc Insurance Agent), Carla Kenny (Bristlecone Single & Castle Pines Chamber).

Delegates/Alternates Present:

Bill Dalton (Claremont)
Jim Greathead (HOA 2)
Cheryl McDade (Hidden Pointe)
Eric Ford (Crossings)
Laurie Goldey (Huntington Ridge)
Scott Blaeser (Glen Oaks)
Steve Eller (Greenbriar)
Warren Lynge (Bristlecone Patio)
Suki Fitzgerald (The Hamlet)
Don Reese (Alternate Brambleridge)

Delegates Absent:

Gregg Fisher (Bristle Cone Single)
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)
Gail Stehlik (Retreat)
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. Ms. Mallinson motioned to approve the agenda as submitted seconded by Ms. Millspaugh. Motion passed unanimously.

II. HOMEOWNER FORUM

Ms. Millspaugh was in attendance to speak about CERT. "Community Emergence Response Team"
Ms. Millspaugh asked for a cash contribution for a defibrillator and first aid kit to be purchased for the Castle Pines Community Center. It was noted that neither of these are located in this building. The total cost for both items is \$1,690. Mr. Steavpack motioned that the Master would partner/share in the expense for a total of approximately \$600 with the City and the CP Metro District contributing as well since all entities use the Community Center for meetings. Ms. Mallinson seconded the motion. Motion passed with Ms. Millspaugh abstaining. Ms. Millspaugh will contact the Metro District and the City of Castle Pines to ask for their support on the contribution.

The Board also agreed to email blast out the CERT link and post a reverse 911 sign up link “Douglas County Sheriff.”

III. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson reported that the PA was not awarded the grant from GoCo. Seventeen entities applied for the grant and only five grants were awarded. The PA is still waiting for the City survey results. The East/West trail will be open by Coyote Park. The splash feature at Elk Ridge Park will be turned on May 26, 2012, upon normal operating approval of the Health Department.
- B. **CPN Metro District** – Mr. Labossiere reported that the CPNMD will meet this coming Monday to speak about the Lift Stations. The Xeriscape and Water Workshop was a great success. Approximately 60 people were in attendance. The district will explore future seminars/workshops. Special thanks to local homeowner, Harriett Einolf, Master Gardner for volunteering as the trainer for the workshop.
- C. **Castle Pines Library** – Ms. Millspaugh reported that \$55,792.68 has been raised for the Library campaign. Mr. Lange noted that Jaime LaRue has committed a library to the City of Castle Pines within five years.
- D. **City of Castle Pines** – No report. Mr. Labossiere will contact the City to send a report or have a City representative attend the meeting.

IV. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** –Ms. Mallinson reported that the Garage Sale has had many postings and interests. There were several hits to the site before the garage sale on Friday and Tuesday. An email was sent to the Delegates, Managers and Board Presidents regarding the email blast system and what they would like to see (wish list items), so the webmaster can make those enhancements.
- B. **Social Events** - Mr. Steavpack reported that there were 140 postings for the garage sale. 100 garage sale signs were purchased. A donation of \$400 from All State Insurance will be submitted to the Master to cover a portion of the cost of the garage sale signs. Signs were distributed by All State Insurance; Agent, Tammy Lopez. The signs were gone by 4:10 p.m. today. Mr. Cardinell spoke about “Movie Night” many considerations; projection, movie type, new seating at the Community Center, babysitters. No action taken at this time.
- C. **Delegate Involvement Committee** – Email or call Delegates that have not attended the meetings. The ones that have not shown up need to be more involved or replaced. Mr. Labossiere motioned that the CPN Association would supply beverages to include beer and wine for the Delegate meeting that is held every other month. Mr. Eller seconded the motion. Motion passed with Ms. Millspaugh opposing. Thank you to Mr. Labossiere for donating beer and wine the previous months Delegate meetings at his own expense.
- D. **Community Directory**- Ms. Mallinson reported that there a few outstanding issues yet for the directory. Discussion is currently being held regarding a disclaimer for endorsing businesses.

V. NEW BUSINESS

- A. Ms. Maguire read the letter from the CPN ARC regarding the Medical and Dental Center proposed on Castle Pines Parkway. Mr. Labossiere will add a few comments and send in the referral letter to the City by the due date to include a connection to the sidewalks and trails and be cognizant of trash containers and lighting.
- B. Carla Kenny was in attendance to discuss the July 6th event. This event will be sponsored by the City, CP Chamber and the CPN Association. The event will be held at Elk Ridge Park and will include fireworks purchased by the City. There are a lot of logistics in the planning of the event that Ms. Kenny is working on. The event is called the Red, White and Boom. Ms. Kenny is asking the CPN Association for funds to sponsor the event to include, a Taste of Castle Pines, Disc Jockey, photo booth and many other fun activities. Mr. Labossiere motioned to approve not to exceed \$15,000.00 for the CPN Association to sponsor the July 6th event; Red, White and Boom subject to the approval of the contract to be submitted by the CP Chamber and an approved event outline. Mr. Eller seconded the motion. Motion passed unanimously.
- C. Ms. Millspaugh motioned to ratify the approval of the garage sale expenditures as voted via "Action without Meeting" on April 30, 2012. Seconded by Ms. Mallinson. Motion passed unanimously.
- D. Ms. Millspaugh motioned to ratify the approval of the CP Directory contract as approved 4-1 voted via "Action without Meeting" in April 2012. Seconded by Ms. Mallinson. Motion approved. Please note that two of the newly elected board members were not a part of the vote, as they were not appointed at that time.
- E. Social Media – Mr. Cardinell spoke about the advantages of the Association possibly being on Facebook, Linked In and or Twitter. The Board agreed to create an account for the CPN Association on Twitter. Ms. Mallinson agreed to complete. Mr. Cardinell also requested funding to host an indoor/outdoor movie night not to exceed \$4,000. Date to be determined. Mr. Steavpack seconded the motion. Mr. Labossiere would like to see detailed plans for the indoor/outdoor event prior to. Motion passed unanimously.

VI. UNFINISHED BUSINESS

- A. Fencing issue – HOA #1 – Mr. Labossiere and Ms. Maguire will set up a telephone conference with the Association Attorney regarding a draft letter from CPN Association to homeowner in violation.
- B. 2012 Community Inspiration Award – Tabled

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

- A. Ms. Maguire updated the Board regarding the Beverly Hills vacant lots #7616, 7640, and 7654. Ms. Maguire has had conversation with the owner of these lots. The owner is currently working with the City to get the property annexed in with a future public meeting to include annexing and re-zoning to commercial instead of residential. The owner seeks support by the members of the Castle Pines North Association.

VIII. ADDITIONAL HOMEOWNER INPUT

Mr. Blaeser noted that the Glen Oaks HOA is looking for other HOA's in the community that are interested in renting out pool passes to their residents, since they do not have a pool.

IX. APPROVAL OF MINUTES

- A. The minutes from April 19, 2012 meeting were reviewed. Grammatical error corrected. Ms. Mallinson motioned to accept the minutes as corrected. Ms. Millspaugh seconded the motion. Motion passed unanimously.

X. FINANCIAL REPORTS

- A. The Board reviewed the 2011 audit. Questions and corrections/additions were made. Mr. Labossiere motioned to approve the 2011 as corrected. Seconded by Ms. Millspaugh. Motion passed unanimously. Ms. Maguire presented the CPA proposal to complete the 2012 Audit and Taxes, same cost as 2011. Ms. Mallinson motioned to approve the proposal. Seconded by Ms. Millspaugh. Motion passed unanimously.
- B. 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 Mr. Ford. Motion passed unanimously.
- B. Ms. Maguire presented the payables (check detail) from April 19, 2012 through May 17, 2012, to include the following recently cut checks # 819, 820 and 821. 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.

XI. NEXT MEETING

At this point in the meeting, Mr. Steavpack tendered his resignation from the Board of Directors for the CPN Association due to personal reasons. Mr. Steavpack was thanked for his services and will miss him and all his volunteer leadership.

- A. Next meeting date; June 21, 2012 7 p.m.

XII. ADJOURNMENT

With no other business to come before the Board, Ms. Mallinson made a motion to adjourn the monthly meeting at 11:00 p.m. Mr. Eller seconded the motion. Motion passed unanimously.

Respectfully submitted,

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