



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

**Wednesday, May 28, 2014**  
**7:00 P.M.**

**I. CALL TO ORDER**

- A.** The May 2014 meeting of the Board of Directors for the Castle Pines North Association, Inc., was held on the evening of May 28, 2014 at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado 80108. The meeting was called to order at 7:00 p.m. by Board President, Steve Labossiere.
- B.** Introductions were called: Board Members present: Steve Labossiere, Anna Mallinson, Steve Eller, Gregg Fisher, Joan Millspaugh, Melissa Sanders and Kristy Buirge,  
Representing management: Kim Maguire, CMCA<sup>®</sup> with Premier Property Management, LLC.  
Homeowners present: Dana Hall, James Swenson and Briea Berry.

**Delegates/Alternates Present:**

Gregg Fisher (Bristle Cone Single)  
Steve Eller (Greenbriar)  
Jim Greatehead (HOA 2)  
Anna Mallinson (Forest Park)  
Dennis Kuhlmann (Stonecroft)  
Bill Dalton (Claremont Estates)

**Delegates Absent:**

Mike Henry (Winterberry)  
Belinda King (North Lynx)  
Jonathan Dodd (Briar Cliff)  
Tracey Dwyre (South Lynx)  
Jaime Chaulk (Romar)  
Rex Lucas (Bramble Ridge)  
Carolyn Plichta (Crossings)  
Mary Fletcher (BristolCone Patio)

Vacant (Buffalo Ridge)  
DonVanPutten (Pine Ridge)  
Vacant (Tapestry Hills)  
Steve Woolley (The Hamlet)  
Vacant (Retreat)  
Vacant (HOA 1)  
Vacant (Glen Oaks)  
Jeff Teter (Hidden Pointe)

- 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 were made. Ms. Mallinson motioned to approve the Agenda as submitted. Motion seconded and passed unanimously.

**II. HOMEOWNERS FORUM**

Ms. Hall requested from the Board to send out an email blast regarding an Electronics/Chemical Roundup that she will be sponsoring for the Community in June or July to be held in the Safeway parking lot. The Castle Pines Chamber will also be a sponsor of the event. After further discussion the Board agreed to send an email blast out informing residents of the upcoming event. The email blast will be included in the monthly communication that is sent out on the third Tuesday of the month.

**III. COMMUNITY REPORTS**

- A.** Castle Pines Parks Authority – No report.
- B.** CPN Metro – No report.

- C. City of Castle Pines – Mr. Fisher reported that the City is completing data of roads for future repair and replacement. This data should be completed by fall.

#### **IV. COMMITTEE REPORTS**

- A. Website – Nothing to report.
- B. Social Events
  1. Recap of Book Swap – Attached
  2. Recap of Garage Sale – Provide more email blasts next year to let the Community aware of the event. There were mixed comments on traffic both Friday and Saturday.
  3. The Board agreed to cancel the Social Event for the Board Members. Consideration to be held for the Annual Meeting in November for an event for Delegates and Board Members.
  4. Concert in the Park – June 7<sup>th</sup> from 6 p.m. - 8 p.m. - Coyote Ridge Park. Solid Life Church is providing free food to the Residents that attend.

#### **V. NEW BUSINESS**

- A. A motion was made by Ms. Millspaugh to ratify the approval of the Concert in the Park series full page color advertisement for the Connection that was approved 6 – 1 on May 14, 2014. (Action without a Meeting). Motion was seconded and passed unanimously.
- B. Mr. Fisher motioned to approve a ½ page color ad in the Connection Newspaper for the July 12, 2014 Concert in the Park with amendments in verbiage at a cost of \$669.38. Motion was seconded and passed unanimously.  
Ms. Sanders motioned to approve a ½ page color ad in the Connection newspaper for the August 16, 2014 Concert in the Park with amendments in verbiage at a cost of \$669.38. Motion was seconded and passed unanimously.
- C. Mr. Maguire presented the 2013 Audit and Taxes proposal and the Management Representative Letter. Ms. Millspaugh motioned to accept the 2013 Audit with amendments in verbiage, along with the Management Rep Letter. Motion was seconded and passed unanimously. Ms. Millspaugh motioned to accept the 2013 financial statements as presented in the audit. Motion was seconded and passed unanimously.
- D. Ms. Sanders motioned to approve the proposal for N.F. Foss, CPA to complete the 2014 Audit and Taxes. No increase in price from 2013. Motion was seconded and passed unanimously.
- E. A fence request was submitted by the Tapestry Hills HOA. The CPN Master currently has the request and Ms. Maguire will communicate with them to ensure that they review the CC&R's for that Association regarding the request for 4x6 posts instead of the current 4x4 posts.

#### **IV. UNFINISHED BUSINESS**

- A. No unfinished business.

#### **V. ADDITIONAL HOMEOWNER INPUT**

No comments.

#### **VI. APPROVAL OF MINUTES**

- A. The minutes from April 17, 2014 meeting were reviewed. A motion by Ms. Mallinson was made to approve the minutes. Motion was seconded and passed with Ms. Sanders abstaining.

## VII. FINANCIAL REPORTS

- A. The Board reviewed the April 2014 financials to include the bank statements, bank reconciliation detail, bank reconciliation summary, monthly income statement, ytd income statement; current payables (check detail). Ms. Millspaugh motioned to accept the financials as submitted. Motion was seconded and passed with Ms. Sanders abstaining. Ms. Millspaugh signed the tax returns.
- B. Ms. Maguire reviewed settlement offers/payment plans for the delinquent owners that were turned over to the Attorney for collection. The Board ruled against writing off any attorney fees for those homeowners that requested a settlement as follows: Account # 8133, 7001, 8251, 6862, 6997, 6765, 7349. Ms. Maguire also reviewed account # 1283 with the Board. The Board approved for the attorney fee to be written off due to notice of address change, but the owner must pay the \$50 late fee as payment was received late. Account # 8251 should call the bank regarding their late deposit. This is not an Association issue as HOA dues payments go directly to the bank lockbox for deposit and the bank deposits daily, except for Saturdays and Sundays.
- C. Ms. Maguire presented the delinquency report and AR Metrics and Activity Report.
- D. Ms. Maguire presented the payables (check detail 1081-1098). Ms. Millspaugh motioned to approve the payables as submitted; motion was seconded and passed unanimously.

## VIII. NEXT MEETING

- A. June 19, 2014 at 7:00 p.m. at the Castle Pines North Community Center.

## IX. ADJOURNMENT

Ms. Millspaugh made a motion to adjourn the monthly meeting at 9:31 p.m. Motion was seconded and passed unanimously.

Respectfully submitted,

*Kim Maguire*

Kim Maguire, CMCA<sup>®</sup>, Community Manager  
Castle Pines North Association, Inc.

## Book Swap Report

Saturday, April 26

10:00 a.m. to 1:00 p.m.

- April 14<sup>th</sup> signs were put up in Community Center directing people with donations to the theatre.
- Banner was put up April 23 (Printer's machine was down, so it took longer to get banner updated)
- April 25<sup>th</sup> from noon to 3:45 we had 10 volunteers help set up and sort books. We provided pizza and drinks for volunteers.
- April 26<sup>th</sup> we had 14 volunteers during the event
- We provided cookies and waters for attendees
- Estimated 1500+ books collected
- Estimated 250 people attended
- Collected \$215 in cash donations for the Douglas/Elbert County Task Force
- 2 young residents collected all of the left over children's books for 2 different organizations
- All other left over books were donated to Goodwill.

Notes for next year:

- In advertising, we must include a statement that people are responsible for bringing their books to the community center. Metro District staff is not able to assist people.
- Include Sunday next year from 1-3 p.m.
- Next year, try to have the swap on a weekend where kids are out of school on Friday. We had several students' volunteer which made set up and tear down go very quickly.
- Setting up during the day on Friday worked very well as there was no school.
- Include a drop off bin at the bottom of CPN Community stairs, so people that donate can drop books off in bin and then at the end of the day, haul them up to the building.