

CASTLE PINES NORTH MASTER ASSOCIATION

MINUTES

BOARD OF DIRECTORS MEETING

January 15, 2009

1. CALL TO ORDER

A. Introductions/Roll Call/Absences

At 7:05 p.m., President Earl Millspaugh called the meeting to order with a quorum of the Board present.

Directors Present: Jennifer Havercroft, Anna Mallinson, Earl Millspaugh, Rex Lucas, Andy Rhodes, Jim Steavpack and Jeff Huff

Directors Absent: None.

Delegates Present: Joan Millspaugh, Andy Rhodes, Maureen Shul, Jennifer Havercroft, Cheryl McDade, Alison Gibbens, Carol Langley-Finnegan, David Necker and Barbara Saenger.

Delegates Absent: Dawn Besocke, Kim Hoffman, Jade Goldfogel, Carol Padilla, John Keiley, Laurel Sjodin, Dawn Besocke, Suki Fitzgerald, Michael Henry, Shirley Beer-Powell and Richard Anderson.

Staff: Tim Gamble, Garry Schaffer and Vickie Hunt

Guests: Greg Miller, Mark Shively, Sharon Kollmar, Doug Gilbert, Tom Ballantine, Mark Payne, and Terri Wiebold.

B. Board Meeting Process; Homeowner Input Guidelines; Sign in to Speak

Homeowner Input Guidelines were made available to anyone that wished to speak at this meeting.

C. Additions/Deletions/Modifications and Approval of Agenda

Motion by Andy Rhodes to approve the agenda with the deletion to New Business of item "M" The Connection as a duplicate, the addition of Safety Task Force to Reports, the addition of a referral to install a Verizon cell tower and South Metro Fire District, Seconded by Jeff Huff; Motion Carried and Approved 7-0.

2. Staff Reports

A. Website – Tim Gamble

Tim reported that nothing is being updated on the website with the exception of uploading documents for the HOA's.

3. Open Forum

A. Homeowner Input

Mark Shively addressed the Board regarding water efficiency seminars that are scheduled.

Doug Gilbert addressed the Board concerning HOA #1. He announced that the revisions of their governing documents have been completed and asked to have the email address for their owners transferred to the email system managed by their management company.

Alison Gibbens and Cheryl McDade made the same request for their respective HOA's.

Sharon Kollmar asked if a decision regarding any contribution to the Castle Pines Chamber of Commerce by the Master had been made. The Board determined this would be discussed later under New Business.

4. Reports

A. City of Castle Pines North

Mayor Maureen Shul spoke urging attendance at all City Council meetings, which are held on the 2nd and 4th Wednesday's of each month.

B. Metro District

Andy Rhodes reported that the Metro Board would be meeting on Tuesday instead of Monday in honor of observance of Martin Luther King Day.

C. Parks Authority

Anna Mallinson provided the latest update on the parks plans.

The Parks Authority, Metro District and City have all agreed and signed a License Agreement that gives the Parks Authority, Metro District and their contractor's access to project, once final ownership is transferred. However, there are still a number of issues to be resolved before signing the final design contract.

D. Safety Task Force

Carol Langley-Finnegan reported that The Safety Task Force has reorganized and will now focus primarily on 4 major topic areas:

1. Communication Plan
2. Emergency Preparedness
3. Neighborhood Watch
4. Fire Mitigation Plan

5. Approval of Minutes

A. *December 18, 2008*

Motion by Andy Rhodes to approve the minutes with correction noted;
Seconded by Rex Lucas; Motion Carried and Approved 7-0.

6. Financial Report

A. *Monthly Financial and Statistics Report*

Garry Schaffer provided information on the financial status of the Association through December 31, 2008 answering questions asked.

Earl Millspaugh asked for an aging report that ties to the receivables on the balance sheet. He also asked about the difference between the two retained earnings amounts reported on the balance sheet. Garry Schaffer agreed to provide the answer to the question and the aging report requested.

B. *Acceptance of December Financial Reports*

Motion by Andy Rhodes to table acceptance of the financial reports until the information requested by Earl is available for review by the Board;
Seconded by Jennifer Havercroft; Motion Carried and Approved 7-0.

C. *Approval of January Payables*

Motion by Earl Millspaugh to approve payment of the bills presented;
Seconded by Andy Rhodes; Motion Carried and Approved 7-0.

Garry Schaffer requested permission to release the final payment due to the Parks Authority for 2008.

Motion by Andy Rhodes to approve the release of the final payment to the Parks Authority that is due for 2008; Seconded by Jennifer Havercroft;
Motion Carried and Approved 7-0.

7. Old Business

A. There was no old business for discussion at this meeting.

8. New Business

A. *Ratification of Acceptance of Proposal to Re-Design Website*

The Board explained that at the December budget workshop proposals to re-design the Master's website were reviewed and one was accepted.

Motion by Andy Rhodes to ratify the acceptance of a contract to re-design the Master Association's website; Seconded by Jennifer Havercroft;
Motion Carried and Approved 6-1. Board members Havercroft, Millspaugh, Lucas, Mallinson, Rhodes and Steavpack voting yes. Board member Huff voting no.

B. Banner Ads on CPN Website

The Board discussed the sale of banner ads to benefit the Chamber of Commerce. It was agreed to table a decision on this matter.

C. Ratification of 2009 Budget

Board President Millspaugh reported the December budget workshop approved a budget as reported in appendix #1. Delegates who participated in the workshop included Suki Fitzgerald, Jennifer Havercroft, Andy Rhodes, Carol Langley-Finnegan, Kim Hoffman, Maureen Shul and Neil Nelson (who was present for Barb Saenger).

Motion by Andy Rhodes to ratify the 2009 budget as presented; Seconded by Jennifer Havercroft; Motion Carried and Approved 5-2. Board members Havercroft, Millspaugh, Lucas, Mallinson and Rhodes voting yes. Board members Huff and Steavpack voting no.

Jennifer Havercroft thanked the delegates who attended the workshop and offered their input.

D. Events and Park Reservation

Vickie Hunt reported that she had received a phone call from the Metro District inquiring if any parks would be needed for events planned.

A decision on this matter was tabled until a Committee could be formed to decide what events and where they would be held is established.

E. Discussion on Creating Necessary Document Requesting Re-Payment of Pre-Incorporation Expenses Advanced

The steps necessary to compel the City to repay the monies loaned to the Committee for the Preservation of Castle Pines North during the pre-incorporation period was discussed. It was agreed to table discussion and decision on this until a Committee can be formed for this purpose.

F. Discussion of Procedure for Development of Meeting Agendas

Earl Millspaugh explained that a procedure for establishing and approving meeting agenda is needed.

Motion by Jim Steavpack that a proposed final agenda is to be sent to the Board to review for additions, deletions and modifications on the Monday prior to the meeting; Seconded by Andy Rhodes; Motion Carried and Approved 7-0.

G. Delegates involvement with Master Board Actions

The Board discussed a suggestion that the delegates and Board Presidents be included in the decision making by the Board. It was

decided to table action on this matter until a Committee is formed to provide recommendations to the Board.

H. Master Contribution to Chamber of Commerce

Jim Steavpack explained his view on the Master's continued financial support of the Chamber of Commerce noting that financial support has been provided for several years in different venues.

Motion by Jim Steavpack to contribute to the Chamber of Commerce \$500.00; Seconded by Andy Rhodes; Motion Failed to Pass 1-6. Board member Steavpack voting yes. Board members Huff, Rhodes, Mallinson, Lucas, Havercroft and Millsbaugh voting no.

Andy Rhodes requested that the Chamber of Commerce earmark any funds contributed towards social events. He also requested a list of events planned by the Chamber.

After additional discussion regarding varying amounts of financial support it was agreed to table a decision until a Committee can be formed to look into this matter and make a recommendation to the Board.

I. Meeting Requirement – Bylaws Section 8.01 (Possible Amendment – Bylaws Section 14.01)

Vickie Hunt reported that she had reviewed the Bylaws regarding frequency of Board meetings and Section 8.01 requires monthly meetings. She added that Section 14.01 allows the Board to amend the Bylaws at a meeting called for that purpose.

Motion by Andy Rhodes to table further discussion on this matter; Seconded by Jennifer Havercroft; Motion Carried and Approved 7-0.

J. Annexation of Lagae Ranch North and Parks Authority

Motion by Andy Rhodes to table this matter without discussion; Seconded by Anna Mallinson; Motion Carried and Approved 7-0.

K. Email Alerts – To Send or Not to Send

Carol Langley-Finnegan asked that alerts on safety issues and criminal activity in the community be sent out. The Board decided to table further discussion on this matter until a Committee can be formed to review this matter.

L. Legal Services Proposals

No discussion by the Board, this matter was tabled.

M. Share Point

Vickie Hunt asked if the Board would approve cancelling the Share Point service.

Motion by Andy Rhodes to cancel Share Point's service; Seconded by Jennifer Havercroft; Motion Carried and Approved 7-0.

N. The Connection Newsletter (Publication Schedule and Ad Rates)

Vickie Hunt asked the Board to establish a schedule for the publication of The Connection.

Vickie Hunt asked the Board to approve ad rates. After reviewing the proposed rates, the Board approved them as presented.

O. Community Directory (Co-Sponsored with City, Chamber & Metro District?)

Jim Steavpack explained that at least one homeowner had approached him about a new updated community directory.

Motion by Jim Steavpack to approve an expenditure not to exceed \$6,000.00 towards the publication of an updated community directory provided there was participation with a commitment to share the cost with the City, the Chamber of Commerce and the Metro District; Seconded by Jennifer Havercroft; Motion Carried and Approved with 5 yes votes, 1 no vote and 1 abstention.

A Committee will be formed to coordinate with the City, Chamber of Commerce and Metro District to allot funding for this project.

P. Renewal of SSL Certificate (\$250.00 for 2-years; Savings of \$149.00)

The Board discussed the renewal of the SSL Certificate.

Motion by Jennifer Havercroft to renew the SSL Certificate for 2-years; Seconded by Jeff Huff; Motion Carried and Approved 7-0.

Q. Proposed Verizon Cell Tower

Jeff Huff presented information on the proposed addition of a Verizon cell Tower. Both Maureen Shul and Jennifer Havercroft excused themselves as members of the City Council and left the room prior to Jeff's presentation on this matter.

Motion by Jeff Huff to approve the referral pending no objection is raised by the Design Review Committee; Seconded by Jim Steavpack; Motion Carried and Approved 6-0 with Jennifer Havercroft abstaining.

R. Execution of New Bank Signature Cards

The Board completed new bank signature cards.

9. Additional Homeowner Input

Alison Gibbens asked if contact information and email addresses are still being requested from title companies when there is a closing. Garry Schaffer stated that it was.

10. Next Meeting

A. *Regular Meeting*

The next meeting of the Master Association Board of Directors will be held on February 19, 2009 at 7:00 p.m.

11. Adjourn

Motion by Earl Millspaugh to adjourn this meeting; Seconded by Anna Mallinson; Motion Carried and Approved.

The meeting was adjourned at 10:03 p.m.

Approved 2/19/09