

CASTLE PINES NORTH MASTER ASSOCIATION

MINUTES

BOARD OF DIRECTORS MEETING

February 19, 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, Jim Steavpack and Jeff Huff

Directors Absent: Andy Rhodes.

Delegates Present: Joan Millspaugh, Maureen Shul, Jennifer Havercroft, Cheryl McDade, Suki Fitzgerald, Michael Henry, Carol Langley-Finnegan , and Barbara Saenger.

Delegates Absent: Kim Hoffman, Andy Rhodes, Jade Goldfogel, Carol Padilla, Alison Gibbens, John Keiley, Laurel Sjodin, Dawn Besocke, Shirley Beer-Powell, David Necker and Richard Anderson.

Staff: Tim Gamble and Vickie Hunt

Guests: Greg Miller, Sharon Kollmar, Shelley Hamilton Bruer, Carla Kenny, Brenda Ketner, Bill Ader, Eva Mitchell, Dick Lichtenheld, Kevin Bruer 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 Jeff Huff to approve the agenda as presented; Seconded by Jennifer Havercroft; Motion Carried and Approved.

2. Staff Reports

A. Website – Tim Gamble

Tim had nothing to report.

3. Open Forum

A. Homeowner Input

Carla Kenny addressed the Board regarding membership in the Chamber of Commerce. She presented a revised tailored membership proposal to the Board for their consideration.

Cheryl McDade suggested that any ads for the community garage sale should include the CPN website address.

Barbara Saenger addressed the Board on some recent events in Pine Ridge involving children firing bb guns and urged the other communities to be on the lookout for similar activities.

4. Reports

A. City of Castle Pines North

Jennifer Havercroft asked that the Master Association continue to provide reminders encouraging owners to sign up for the City's alerts. She also encouraged the Board to determine what type of information is appropriate for email alerts from the Master Association. Jennifer reported that beginning in March the City Council meetings will be held on the 2nd and 4th Thursday's. She asked that a formal presentation be made to the City Council if the Master wanted any kind of financial support for the directory.

Jennifer also explained that the City believes it cannot accept email addresses under the current regulations, adding that this could violate an "opt in" requirement. She thanked the Master Board for their consideration, but politely declined to accept email addresses for the City at this time, while the City seeks guidance on the matter. Jennifer added that it is best for people to voluntarily sign up, at www.cpngov.com.

B. Metro District

Jennifer Havercroft reported on the Metro District news in the absence of anyone else from that entity. She reported that a request from AT&T for the installation of a cell tower near the Xcel poles. Jennifer also reported that the Metro District has authorized the creation of debt of up to \$16 million for the use of future renewable water and infrastructure purchases.

C. Parks Authority

Anna Mallinson reported that the City had recorded the two documents requested. She also reported that the Parks Authority is still waiting on an agreement to be signed by HF Holdings. Anna reported that the Lagae annexation agreement will exclude that community from the DRC of the Master Association. She reported that the Parks Authority had approved a \$500 contribution to the Chamber of Commerce to be used to produce a map.

D. Safety Task Force

Carol Langley-Finnegan reported on a pilot program called CERT that will provide training by the Office of Emergency Management to CPN. She requested approval to have information that she has already provided to the management company included in the March newsletter. The Board approved this addition. Carol also requested that the email addresses the Master has for its email alerts be shared with the City. She also requested that the Safety Task Force be provided with access to the Master email alert system to send out safety alerts. This request was denied.

5. Approval of Minutes

A. *January 15, 2009*

Motion by Jennifer Havercroft to approve the minutes with correction noted; Seconded by Anna Mallinson; Motion Carried and Approved.

6. Financial Report

A. *Monthly Financial and Statistics Report*

Vickie Hunt provided information on the financial status of the Association through January 31, 2009 answering questions asked.

B. *Acceptance of December Financial Reports*

Motion by Jennifer Havercroft to accept the January 31, 2009 financial reports as provided; Seconded by Anna Mallinson; Motion Carried and Approved.

C. *Approval of February Payables*

Motion by Anna Mallinson to approve payment of the bills presented; Seconded by Jim Steavpack; Motion Carried and Approved.

7. Old Business

A. *Banner Ads on CPN Website*

The Board discussed this issue and decided to defer this matter to the website Committee for review and recommendation.

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

The Board decided to take no action on this item, at this time and to remove this from their meeting agenda.

C. *Legal Services Proposals*

The Board decided to continue their legal services agreement with Winzenburg Leff Purvis & Payne and to request legal services proposals during mid – late summer. The Board requested that this item be removed from their meeting agenda until that time.

D. Email Addresses – To Share or Not to Share (Requests from HOA #1, HOA #2 and Hidden Pointe)

The Board discussed whether or not to turn over the email addresses on file for these three HOA's and any future requests of this kind.

The Board requested a legal opinion on this matter before making a decision.

E. Through J.

Decision on these items was tabled for recommendation by the respective Committees.

Jim Steavpack introduced Patricia Anthone to the Board. She addressed the Board on the proposed CPN Directory. Patricia discussed the process of gathering information and advertisements for the directory. She also reviewed the contract with the Board and agreed to make a modification that will afford members of the Chamber of Commerce the same discounted advertisement rate as the business owners in CPN. The Board agreed to partially fund this effort. Patricia will forward a revised contract to the management company for signature by the Board President along with a check for 30% of the cost of the directory.

K. Verizon Cell Tower (Approved Pending Recommendation by DRC)

Bill Ader addressed the Board regarding recent referrals received from the City; one for the proposed installation of a cell tower for T-Mobile. When asked about the status of the request from Verizon to install a cell tower, he reported that he is aware that there is such a proposal, but that he has not received the referral. Bill was asked to expedite this request when it is received.

8. New Business

A. *Payment and Waiver of Late Fee and Interest Requests*

The Board reviewed information from two owners requesting either waiver of late fees and interest or a total waiver of account balance.

◆ Motion by Anna Mallinson to deny the request from the owner of account 13457 to waive late fee and interest; Seconded by Rex Lucas; Motion Carried and Approved with Jim Steavpack abstaining.

Motion by Jeff Huff to deny the request from the owner of account 13895; Seconded by Anna Mallinson; Motion Carried and Approved.

B. **Committee Appointments**

The Board reviewed a chart identifying which Committees delegates had volunteered to serve on. Earl reviewed them and asked which

Committees the Board members wanted to head up. Jim Steavpack volunteered for the Social Events and the Community Directory Committees. Earl Millspaugh said that he would head up the Repayment of Pre-Incorp. Expenses Committee. Anna Mallinson volunteered to head up the Email Alert and Website Committees. Jeff Huff volunteered to head up the Contribution to the Chamber of Commerce and Delegate Involvement Committees.

Suki Fitzgerald asked to be removed from the Website and Delegate Involvements Committees and asked to be added to the Repayment of Pre-Incorp. Expenses Committee.

Barbara Saenger asked to be removed from the Website Committee. These requests were accepted by the Board.

C. Meeting Between City and Master Board (Suggested Dates)

The Board discussed the request from the City to meet and discuss mutual business matters. Earl Millspaugh requested that each Board member provide their availability over the next two weeks.

D. Board Retreat

Earl Millspaugh explained that he felt the Board should get together to discuss business matters so that the Board speaks with one voice. The proposed matters to be discussed are how to conduct meetings, goals for 2009 and long range plans for the community.

E. Acceptance of Jennifer Havercroft's Resignation

Earl Millspaugh explained that Jennifer Havercroft had expressed a desire to resign her Board position and turned the floor to Jennifer to read her resignation letter.

Jennifer read her resignation letter to those present thanking the Board and the owners for their support during her two and a half years of service.

Motion by Jim Steavpack to accept Jennifer Havercroft's resignation;
Seconded by Rex Lucas; Motion Carried and Approved.

F. Appointment to Position Vacated by Jennifer Havercroft's Resignation

Earl Millspaugh turned the floor over to Jeff Huff. Jeff Huff explained the process the Selection Committee used in reviewing the three candidates who volunteered for consideration for this appointment. He stated that his Committee felt that Shelley Hamilton Bruer was the person they chose for this appointment.

Motion by Jeff Huff to appoint Shelley Hamilton Bruer to the position vacated by Jennifer Havercroft's resignation; Seconded by Jim Steavpack; Motion Carried and Approved.

Shelley Hamilton Bruer addressed the Board and the owners present. She spoke briefly on her time in Castle Pines North and her background. She thanked the Selection Committee for allowing her this opportunity to serve her community.

G. Community Garage Sale

Jim Steavpack requested that this item be added to the agenda so the Board can discuss this and make a decision on whether the Master will manage the community garage sale.

The Board discussed this and agreed to continue to manage this event with Jim Steavpack spearheading this event.

H. Use of Proxies at the Master's Annual Meetings.

Anna Mallinson requested that this topic be added to the agenda for discussion by the Board.

Anna Mallinson explained that immediately prior to the 2008 annual meeting, the prior Board was informed that the Articles of Incorporation prohibits the use of proxies for these meetings. She explained that even though the Bylaws and Declaration allow them that since the Articles of Incorporation take precedence they should no longer be used in the future. Anna explained that the previous Board had been recommended to allow their use for the last annual meeting since the meeting was imminent.

Earl Millspaugh suggested that the Articles of Incorporation could be amended since SB 05-100 allowed for this to be done with 67% consent from the owners. Vickie Hunt explained that the provision Earl mentioned only applied to the Declaration. The Board will take this issue under advisement and decide at a later date what action, if any, will be taken.

9. Additional Homeowner Input

There was no additional owner input.

10. Next Meeting

A. Regular Meeting

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

11. Adjourn

Motion by Rex Lucas to adjourn this meeting; Seconded by Jeff Huff; Motion Carried and Approved.

The meeting was adjourned at 9:03 p.m.

Approved 3/19/09