

CASTLE PINES NORTH MASTER ASSOCIATION

MINUTES

BOARD OF DIRECTORS MEETING

March 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:** Shelley Hamilton Bruer, Anna Mallinson, Earl Millspaugh (left meeting 7:15 p.m.), Rex Lucas, Jim Steavpack, Andy Rhodes and Jeff Huff

**Directors Absent:** None.

**Delegates Present:** Joan Millspaugh, Andy Rhodes, Kim Hoffman, Jennifer Havercroft, Suki Fitzgerald and Barbara Saenger.

**Delegates Absent:** Maureen Shul, Jade Goldfogel, Carol Padilla, Alison Gibbens, John Keiley, Laurel Sjodin, Cheryl McDade, Dawn Besocke, Shirley Beer-Powell, David Necker, Michael Henry, Carol Langley-Finnegan and Richard Anderson.

**Staff:** Tim Gamble, Garry Schaffer and Vickie Hunt

**Guests:** Greg Miller, Eva Mitchell, Dick Lichtenheld, Kevin Bruer and Warren Lynge.

**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 as presented with moving item 7C (Report from Repayment of Pre-Incorp Expenses Committee) to the first item under Staff Report and moving the Safety Task Force report to item number 1. under the City of Castle Pines North report; Seconded by Anna Mallinson; Motion Carried and Approved.

**2. Staff Reports**

**A. Report from Repayment of Pre-Incorp. Expenses Committee**

The members of this Committee are Earl Millspaugh, Suki Fitzgerald, Cheryl McDade, Joan Millspaugh, David Necker and Barbara Saenger Earl

Millspaugh explained that the Committee had reviewed all invoices paid in the incorporation effort.

Barbara Sanger read the report of the Committee. The Committee concluded that the City has a moral and ethical obligation to reimburse the Master Association for payment of expenditures made on behalf of the City incorporation.

The report noted that in Master Association Board of Directors meetings as early as January 2007 and throughout the incorporation process, delegates and residents were assured by board members and later elected officials, that the Master Association would be reimbursed for incorporation expenses through legal processes, notes receivable, warrants, and TRANS.

The Committee recommends that the Master Association Board strongly pursue the re-payment of these expenditures in a timely manner.

Motion by Earl Millspaugh that the Board should meet with the City to discuss the repayment and to provide any documentation to that end that the City may require; Seconded by Anna Mallinson; Motion Carried and Approved.

**B. Website – Tim Gamble**

Tim reported that he has posted the information on the community-wide garage sale in May to the website and that he has been uploading HOA documents as requested.

**3. Open Forum**

**A. *Homeowner Input***

Warren Lyngge addressed the Board regarding the effort to establish a library in CPN. He reported that the library committee had obtained \$15,000 in pledges. Warren asked the Master Association Board to pledge any amount. Jeff Huff personally pledged \$100.

**4. Reports**

**A. *City of Castle Pines North***

Councilperson Jennifer Havercroft will ask the City Council to contact Vickie Hunt to arrange a meeting between the City Council and the Master Association Board.

**1. *Safety Task Force***

Jim Steavpack reminding everyone of the CERT training that will be conducted in April. Sign up forms were available at the meeting

**B. *Metro District***

Andy Rhodes reported that the Metro District has negotiated the purchase of water rights to provide 240 acre feet of water annually for \$4.9 million.

The District is working on noise abatement on well #5. The District is working on an office space sharing plan with the City. And the District is in the process of constructing water lines to the American Academy school

**C. *Parks Authority***

Anna Mallinson reported that the Parks Authority is waiting on an agreement to be signed by the developer prior to moving forward with the construction of Lagae park.

**5. Approval of Minutes**

**A. *February 19, 2009***

Motion by Andy Rhodes to approve the minutes with corrections noted; Seconded by Jeff Huff; Motion Carried and Approved.

**6. Financial Report**

**A. *Monthly Financial and Statistics Report***

Garry Schaffer provided information on the financial status of the Association through February 28, 2009 answering questions asked. Garry asked approval to close an old bank account that has a zero account balance and received that approval from the Board.

**B. *Acceptance of February 2009 Financial Reports***

Motion by Andy Rhodes to accept the February 28, 2009 financial reports as provided; Seconded by Anna Mallinson; Motion Carried and Approved.

**C. *Approval of March Payables***

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

**7. Old Business**

**A. *Banner Ads on CPN Website***

The Board decided to remove the banner ads and post the Easter egg hunt in their place.

**B. *Report from Social Events Committee***

Jim Steavpack reported that this Committee has scheduled a meeting for March 23.. The Committee members are Jim Steavpack, Kim Hoffman, David Necker, Allison Gibbens and Stacie Sneider. Jim reported that he has distributed a governance document to the Committee members which describes the Committee's role. Jim reported on three events that are under consideration: The Community-wide Garage Sale, a 25<sup>th</sup> anniversary celebration of the founding of Castle Pines North, and a winter event. He asked that a flyer advertising an Easter egg hunt sponsored by the Solid Life Church be sent out to the community.

The Board discussed the need to advertise the garage sale. Motion by Jim Steavpack to approve the expenditure not to exceed \$700 for advertising.; Seconded by Jeff Huff; Motion Carried and Approved.

Shelley Hamilton Bruer noted that the City is planning a 4<sup>th</sup> of July celebration. The Mayor has asked that the Master Association consider contributing up to \$2,000 as a sponsor of this event. The social committee will discuss this request and get more details from the City party planners.

The Board discussed the insurance coverage needed by the Master Association to host social events. Vicki Hunt will check with the Master's insurance agent on this matter and report back with her findings.

**C. Report from Repayment of Pre-Incorp. Expenses Committee**

This item was moved up to Staff reports.

**D. Report from Delegate Involvement Committee**

Jeff Huff reported that this Committee had not met, yet. The members of this Committee are Jeff Huff, Rex Lucas, Alison Gibbens, Jennifer Havercroft, Carol Langley-Finnegan and Barbara Saenger.

**E. Report from Contribution to Chamber of Commerce Committee**

Jeff Huff reported that this Committee had not met, yet. The members of this Committee are Jeff Huff, Jennifer Havercroft and David Necker.

**F. Report from Email Alert Committee**

Anna Mallinson reported that this Committee had been combined with the Website Redesign Committee. Committee members are Anna Mallinson, Shelley Hamilton Bruer, Jennifer Havercroft, Carol Langley-Finnegan, Alison Gibbens, Cheryl McDade and Maureen Shul. Anna provided a detailed list of Committee recommendations for the Board's consideration and approval which are summarized below.

The Committee recommends that the Board adopt a process for reviewing and verifying authorized users of the Email Alert System. The Committee had reviewed the legal opinion from the Master Association's attorney regarding sharing email addresses. The Committee recommended that the content of emails should be used to promote community-wide events that are sponsored/co-sponsored by the Master Association. The Committee made recommendations concerning the frequency and format of email alerts.

Anna requested Board approval for the Committee to meet with the website contractor. The Board approved this request. Anna requested that a form be designed for access to the email alert system. Vickie will draft the form and provide it to Anna for approval.

**G. Website Redesign Committee**

See report above.

**H. Report from Community Directory Committee**

Jim Steavpack reported that Don Bobeda could only pay \$3000 toward the cost of the directory, instead of the originally agreed upon amount of \$6,000. The directory publisher has agreed to reduce the cost to \$9,000 to accommodate this change. Jim provided a revised contract.

**I. Verizon Cell Tower (Approved Pending Recommendation by DRC)**

Vickie Hunt reported that the referral from Verizon had been received and given to Bill Ader of the Design Review Committee for action.

**J. Meeting Between City and Master Board (March 12<sup>th</sup>)**

Vickie Hunt reported that the meeting scheduled for March 12<sup>th</sup> has been postponed to a date to be determined.

**K. Board Retreat (Date TBD)**

It was noted that a date has still not been determined for the retreat. Jim Steavpack asked Vickie to pick two weeks in April and request the Board's availability.

**8. New Business**

**A. Reschedule April Meeting Date**

Jim Steavpack announced that the April meeting date has been changed to April 15<sup>th</sup> due to a conflict with the CERT training, which is scheduled for the Community Center on April 16<sup>th</sup>.

**B. Request to Waive Late Fee and Interest**

Discussion and action on these requests was tabled for executive session.

**C. Board Code of Conduct**

The Board discussed whether a Code of Conduct should be drafted. It was decided to place this item on the agenda for the retreat.

**D. Legal Opinion on Sharing Email Addresses**

The Board reviewed a legal opinion from Winzenberg Leff Purvis and Payne regarding the sharing of email addresses in the possession of the Master for use in their email alert system. The legal opinion was that since the form used to gather the email addresses stated that they would never be shared or sold, the Master should not share them with any other entity including the sub-Associations.

**E. CPN Library**

The Board discussed the presentation by Warren Lyng and various amounts to be pledged. The Board requested that the pledge form be posted to the front page of the website

Motion by Jim Steavpack to pledge up to \$2500 by matching the total amount of pledges contributed by CPN members from garage sale donations up to a maximum of \$2500. Motion was not seconded.

Motion by Jim Steavpack to pledge \$2,500 to the CPN Library; Seconded by Jeff Huff; Motion Carried and Approved. .

**F. Master Association Communications Coordinator**

The board debated the need for a communications coordinator. After discussion, it was decided to defer action on this item to the Email Alert Committee.

9.

**Additional Homeowner Input**

Kim Hoffman recommended that no contractor be hired to manage either the social events or prepare communications for email alerts. Warren Lyng thanked the Board for their pledge to the CPN library.

**10. Next Meeting**

***A. Regular Meeting***

The next meeting of the Master Association Board of Directors will be held on April 15, 2009 at 7:00 p.m.

**11. Adjourn**

Motion by Andy Rhodes to adjourn this meeting; Seconded by Rex Lucas; Motion Carried and Approved.

The meeting was adjourned at 9:15 p.m.