

# CASTLE PINES NORTH ASSOCIATION, INC.

## Board of Directors Meeting

August 19, 2010 7pm Community Center

### MINUTES

The meeting was called to order by President Steve Labossiere at 7:03pm.

**Directors present:** Anna Mallinson, Jim Steavpack, Joan Millspaugh, Keith Dodd, Larry Cook, Steve Labossiere.

**Directors absent:** Jack Zelkin.

**Delegates present:** Al Whitehouse (Hidden Pointe); Cris Cristadoro (Romar); Dick Lichtenheld (HOA #1); Don Van Putten (Pine Ridge); Gail Stehlik (Retreat).

**Delegates absent:** Alison Gibbens (HOA #2); Brian Moe (Stonecroft); Carol Padilla (Briarcliff); David Necker (former South Lynx communities); Kim Hoffman (Bristlecone Single-Family); Lin Wu (Tapestry Hills); Maureen Shul (BrambleRidge); Mike Henry (Winterberry); Scott Sinelli (Crossings); Shirley Beer-Powell (CPN II); Steve Martin (Glen Oaks); Suki Fitzgerald (Hamlet).

**Alternate Delegates present:** Eva Mitchell.

**Claremont/Huntington homeowners present:** Bill Dalton (Claremont); Dave Thomas (Claremont); Nancy Wilt (Claremont); Roger Addlesperger (Claremont).

**Management company representatives present:** Barbara Finch.

**Others present:** Ted Lohr (Bristlecone); Sandy O'Dell (Canterbury/HOA #2); Ray Marquez (Glen Oaks); Walter Von Riesemann (Hamlet/HOA #1).

Steve reminded those in attendance that everyone is welcome to speak but to be respectful and keep comments brief.

Barbara asked to add the insurance renewal to the agenda as 5I; to add Master Association Accomplishments Past and Planned to the agenda as 5J; to delete ratification of past payables (9C); Steve said he would be asking for an executive session before the financial reports section of the meeting.

*Jim moved to approve the agenda as amended; Anna seconded; there was no further discussion and the motion passed with a unanimous vote.*

Walter Von Riesemann asked why minutes had not been posted; Barbara and several Board members assured everyone all approved minutes had been posted.

*Action item: Barbara was asked to post agendas to the website once they have been approved.*

Anna reported there had been two Parks Authority meetings since the last Master meeting; five bids were received, and bids were low enough that the Parks Authority was able to select all the alternatives they had presented to be included in the construction.

Construction is planned to start September 1, with completion planned for June 2011. The issue of who will maintain the park will need to be resolved before the park is actually built. Grading is in process; no other construction will be done until this is resolved.

- Question: Was there any kind of study done of the impact on the park on wildlife? What about traffic?
- Answer: The County did a study as it related to the school right next door.
- Question: Can the Master Association address this issue with the city so when the park opens the issue has already been addressed?
- Answer: Yes, and the Parks Authority will do so as well.
- If the Metro District or City won't maintain the park, will it come back to the Master Association to do so?
- Answer: If no one will come forward, the Parks Authority might have to come to the Master Association to fund the upkeep of the park.
- Question: What is the estimate on maintenance costs?
- Answer: Currently it is estimated the maintenance costs would be \$100,000/year, but those figures are being worked on to reduce them.

Steve said the Metro District had nothing to report at this time.

No one was present from the City of Castle Pines North to report.

Anna reported the first sub-HOA website was moved that day; she will meet with the website folks on August 23 and they can then estimate how long it will take to move the rest of the HOA websites.

*The Board agreed by acclamation that Jack and Anna would draft text for the front and other pages.*

The Board needs to decide who will be trained to be able to update the website. The Board agreed by acclamation it would be Garry, Barbara, Robin, and a couple of Board members.

- Question: Do we want the Board involved?
- Answer: Yes.

Jim volunteered to be trained; Anna will be trained.

The Chamber of Commerce is asking for \$800 for Octoberfest September 25.

Discussion: the Board wants to be certain no charge to the public is made to use the slide. Jim was unable to meet with the Chamber at their August 11 meeting.

Discussion: Having a booth at Octoberfest with roasted corn again. Jim reported the corn was almost free because of donations, but volunteers would be needed. Shirts would be nice showing who the workers represent. All Board members were asked to volunteer. Delegates will also be solicited.

*Jim moved to agree to sponsor the slide for \$800 as long as no residents are charged to use it. Joan seconded. Discussion: Where to pull the additional funds from as there is only \$500 in the social budget. Jim amended his motion to move \$300 from the newspaper budget to the social budget, and sponsor the inflatable slide for \$800 to provide a free activity to the public; Joan seconded; there was no further discussion and the motion passed with a unanimous vote.*

Action item: Jim will call Carla Kenny at the Chamber within a week to follow up with her.

Keith Dodd reported the Delegate Involvement Committee plans to use time at the annual meeting when all the Delegates are present to address their involvement in monthly meetings.

Larry reported the Committee for Use of City Repayment Funds had met again; he reminded everyone this process has just begun and there is lots of discussion to be had before any decisions are made. With all of the uncertainty in the community, the committee discussed putting the money in the bank and waiting to see how everything works out; nothing would be started over the winter anyway.

*Keith made a motion to do nothing with the funds currently, to wait for spring to see how things worked out in the community before making any decisions on projects; Larry seconded; there was no further discussion and the motion passed with a unanimous vote.*

Discussion: The Master Association purchasing a page or half-page in the Castle Pines Connection and the costs associated with such a purchase.

- City and Metro District have a page each
- Cost could be discounted with a multi-month purchase; Client Preference could also get a discount as they are members of the Chamber of Commerce
- There is \$1200 in the communication budget that could be allocated
- It takes a commitment of time and thought to do this; someone has to write the articles
- Nancy Wilt suggested promoting Master-sponsored events in this section, and/or including something on the history of Castle Pines North, what communities came in when
- A letter from the President of the Board was suggested

*Steve moved to use the funds in the communication budget to buy a page or half page in the Castle Pines Connection; Larry seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Action item: Jim will investigate the cost of a page or half-page ad and initiate an action outside of meeting to get this in motion.*

Winter activities were discussed; the Board all agreed they wanted the Master Association to do something. Carriage rides were great, but limited in the number of participants and they lose money every year.

- Nancy Wilt: Meet the reindeer (have real reindeer); sledding parties (have hot cocoa); snowman decorating contests (there are companies that sell basic kits for around \$1); cross country skiing; find activities that cost \$1 or less.

*Action item: Jim will talk to Nancy after the meeting about getting involved with the Social Committee to get some winter things planned.*

Discussion: having an open house for residents to come in, meet the Master Board, find out about the discussions underway regarding the future of the Master Association.

- Would have to be tied to another event to get people to come in
- Using booth at Octoberfest to draw people in, get information out, talk to people about it
- Have fliers
- Solicit comments, questions from residents
- Anna volunteered to help with the booth
- Solicit Delegates to work in the booth

*Action item: Jim will put together a synopsis of what needs to be done for the booth and will work with Barbara to get a blast to Delegates requesting their participation in manning the booth.*

The newly-formed Castle Pines Community Partnership is developing a master event calendar to give residents a central location to visit to find information on events in the community. The CPCP is made up of members from the City, Economic Development Council, Parks

Authority, Master Association, Metro District, Library, and Chamber of Commerce. The Board agreed the more information on events and activities available to the public the better.

*Action item: Barbara is to contact Carla at the Chamber for an administrative user & password to enter items from the Master Association on the calendar.*

Barbara reported the current insurance policy would expire before the next meeting; new insurance had been investigated but the current policy remained the most cost-effective for the coverage required.

*Joan moved to continue with the current insurance policy for the next year; Larry seconded; there was no further discussion and the motion passed with a unanimous vote.*

Joan reported that although not many homeowners have attended meetings where Master Board representatives have presented information on options for the future of the Master Association, about 70% of the associations have been visited. The trend of thought is to keep the Master Association small like it is now, keep it safe; and that Claremont and Huntington should have higher dues as the Master Association is their only homeowners association.

*Action item: Barbara will distribute a list showing how many homes are represented by the sub-HOA's visited.*

Nancy Wilt volunteered to form a committee to do community inspections. Jim said he would ask the head of his HOA's inspection committee to meet with them if they wish as they have great procedures and forms. The community committee will be made up of at least three residents from each community; the committee will observe the community and enforce the covenants. If a resident is not able to resolve an issue with the inspection committee, either party may bring that issue to the Board to work toward resolution.

Jim was unable to attend the Chamber of Commerce meeting to discuss the Master Association becoming a lifetime member of the Chamber with no annual dues based on their contributions to the Chamber and status as the founding member of the Chamber.

- Question: Is the Master Association the overseer of all the other HOA's in the community?
- Answer: The Master Association has the authority over the other HOA's, but has never used that authority. As long as the sub-HOA's enforce their own covenants, the Master won't interfere. There may be some holes in a sub-HOA's documents the Master documents fill, but this has not happened to date.
- Question: A homeowner present complained she was very dissatisfied with the management of her current HOA.

*Action item: Steve will work with this homeowner to try to get her issues resolved.*

Steve encouraged everyone to stay for the financial portion of the meeting, but said they were also welcome to leave.

*Jim moved to approve the minutes of the July 15, 2010 minutes; Keith seconded; there were two abstentions of members not present at the July 15 meeting; the motion passed with a vote of 4 in favor, 2 abstentions, and 0 opposed.*

Steve called a brief adjournment of the meeting at 8:30pm to allow those present to leave if they wished before continuing.

Steve called the meeting resumed at 8:48pm.

*Jim moved to write off \$153 for account #15505 as it had been deemed uncollectible; Anna seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Jim moved to write off \$306.93 for account t #14056 as the balance belonged to a previous owner, post-foreclosure; Larry seconded; there was no further discussion and the motion passed with a unanimous vote.*

Discussion: Why are accounts not being sent to collections?

Action item: Barbara will clarify with Garry what the requirements are to send accounts to collections.

*Steve moved to accept the financial reports for all of 2009, and from January through July 2010, with the caveat they might require adjustment following completion of audits; Anna seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Larry moved to approve the current payables; Anna seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Anna moved to go to Executive Session; Jim seconded; there was no further discussion and the motion passed with a unanimous vote. The Board went into Executive Session at 9:02pm.*

*Jim moved to close the Executive Session; Joan seconded; there was no further discussion and the motion passed with a unanimous vote. The Executive Session was closed at 9:25pm.*

*Jim moved to dismiss McNurlin, the current auditing firm; Anna seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Jim moved to form a formal Audit Committee for the Master Association; Joan seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Anna, Keith, and Joan volunteered to serve and were appointed as the Audit Committee.*

*Jim moved to hire the new audit firm of Saltzman, Hamma, Nelson, Massaro LLP to perform a 3 year audit for the Master Association for 2007, 2008, and 2009; Keith seconded; ; there was no further discussion and the motion passed with a unanimous vote.*

The next meeting of the Master Association Board of Directors will be held at 7pm on September 16, 2010 in the Community Center.

Action item: Barbara was asked to send the letter mailed to the Claremont and Huntington homeowners following the July meeting to the Board.

*Jim moved to adjourn the meeting; Anna seconded; ; there was no further discussion and the motion passed with a unanimous vote.*

Steve called the meeting adjourned at 9:29pm.