

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

Thursday, June 16, 2011
7:00 P.M.

I. CALL TO ORDER

- A. The June 2011 meeting of the Board of Directors for the Castle Pines North Association, Inc. was held on the evening of June 16, 2011 at the Castle Pines Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado. The meeting was called to order at 7:03 p.m. by President, Steve Labossiere.
- B. Introductions were called: Board Members present: Steve Labossiere, Anna Mallinson, Jim Steavpack, Keith Dodd, Joan Millspaugh and Larry Cook. Absent: Jack Zelkin
Representing management: Kim Maguire with Premier Property Management, LLC.
Homeowners present: Stephen Allen (Knightsbridge), Al Whitehouse (Hidden Pointe)
Fire Station 36 Firefighters and Einar Jensen, Life Safety Educator for South Metro Fire Rescue Authority were also in attendance.
Ms. Maguire announced the resignation of Jack Zelkin; Secretary of the CPN Association, term expires 2012, effective immediately, due to personal reasons. Mr. Steavpack motioned to accept the resignation as submitted. Seconded by Mr. Cook. Motion passed unanimously.

Delegates/Alternates Present:

Steve Eller (Greenbriar)
Eric Ford (Crossings)
Suki Fitzgerald (Hamlet)
Jim Greathead (HOA 2)
Cheryl Schuessler (HOA 1)
Rex Lucas (Brambleridge)
Gail Stehlik (Retreat)
Nancy Wilt (Claremont)
Keith Dodd (Forest Park)

Delegates Absent:

Maureen Shul (Bramble Ridge)
Carol Padilla (Briar Cliff)
Russell Pinho (Tapestry Hills)
Brian Moe (Stonecroft)
Mike Henry (Winterberry)
Terry Jones (South Lynx)
Bill Dalton (Claremont)
Don Van Putten (Pine Ridge)
Jim Hawthorne (Bristle Cone Patio)
Russell Pinho (Tapestry Hills)
Cris Cristadoro (Romar)
Vacant (Estates at Buffalo Ridge)
Scott Blaeser (Glen Oaks)
Gregg Fisher (Bristle Cone Single)
Barb Saenger (Pineridge)

- 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. Mr. Steavpack motioned to add under VI; New Business; Candidate Selection Committee. Mr. Dodd motioned to approve the Agenda as amended. Seconded by Ms. Mallinson. Motion passed unanimously.

II. SOUTH METRO FIRE DEPARTMENT – FIRE MITIGATION

Einar Jensen with the South Metro Fire Rescue Authority was present to discuss fire mitigation and answer questions regarding personal wildfire action plans and what homeowners can do to protect themselves and their property. Mr. Jensen will complete a free fire mitigation review for any homeowner or homeowner association that is interested. See postings regarding more information on fire mitigation at www.cpnhoa.org.

Fire Station 36 Firefighters were also introduced to the homeowners. Station 36 services the community of the City of Castle Pines.

III. HOMEOWNER FORUM

Mr. Labossiere will contact the CPNMD to remove the Community Garden signage. Any other temporary signage is handled through the City of Castle Pines and any comments and concerns should be addressed to them.

IV. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson reported that the park is 88% completed. A lot of interest by the community residents has visited the park; however the park is not open to the public yet. Vandalism has recently occurred at the park. The landscaping is in and the playground will be completed soon. June 21, 2011 is the target date the artwork is to be installed. Ms. Mallinson will follow-up on the playing fields to clarify if they are striped for soccer or football.
- B. **CPN Metro District** – Mr. Labossiere reported that the interconnect pipeline project is still on schedule and under budget.
- C. **Castle Pines Library** – Ms. Millspaugh reported on the fund raising efforts for the CPN Library. Fund raising efforts currently being considered are 5k and 10k run, local restaurant donations, fund library for a day for \$100 with recognition of donor posted at the library. CPN Association was asked to consider a donation (matching funds). Committee to approach the Castle Pines Village to participate in fund raising efforts and donations. It was noted Douglas County will not fund the library as the library was voted down by the majority of the population. CPN Association will post the committee contacts for the library on the CPN Website.
- D. **City of Castle Pines** – Mr. Doug Gilbert submitted the following report on behalf of the City of Castle Pines.
- Arts Commission** - The Commission now fully constituted with appointment of full board. City will work with the Arts Commission to develop a matching donations program for continuation funding for the Castle Pines Library.
- Public Works**—Contracts will be finalized soon for the 2011 capital projects centered on restoration on Monarch Boulevard and Castle Pines Parkway. The total of the capital projects will range from nearly \$500,000 to over \$600,000, depending on the final bids and scope. This is in addition to various maintenance projects such as concrete panel replacements, curb and gutter, and cross pan replacements. The total spent for on street maintenance will likely exceed \$1 million in 2011. As a measure of investment intensity, it is interesting to compare the level of investment by the City to that of Douglas County. The City's \$500,000 capital program would equate to spending approximately \$12,000 per lane mile (42 lane miles / \$500,000) in contrast to Douglas County's approximately \$5,000 per lane mile (1,745 lane miles / \$8.6 million). These figures point a substantially increased investment in roads that has been made possible by incorporation as a City.
- City staffing changes**—The City will conclude its relationship with CH2M HILL as of June 30, 2011. After that point City employees will be responsible for managing all aspects of City operations. Certain contractors, such as pavement suppliers and street maintenance companies, will be used as needed in certain areas.
- The process for selection of a City employee as Director of Public Works and a permanent City Manager will be concluded in the very near future.
- City accounting system**—The implementation of the Caselle municipal finance software is nearly complete. Beginning July 1, 2011, all City accounting and finance functions will be handled in house.

Hammersmith Management will conclude its contract with the City as of June 30, 2011.

Integrated public services—The plan for integration of Castle Pines North Metro District services will be provided to the Douglas County District Court in the near future as a part of the District's dissolution process. Highlights of the plan include cost savings of around \$600,000 from streamlining of operations. The plan will also provide for a utility board—including expert members, separate from City Council, to manage the water, wastewater, and storm water utility operations. Savings are equivalent to about 4 mills of property taxes and have been verified by the accounting firm Clifton, Gunderson.

The City has also engaged in the process to obtain its own credit rating. Given that the City has more assessed value than the CPNMD and no debt or TABOR violations, it appears that the rating should be the same or better than the CPNMD.

V. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** – Mr. Steavpack reported that there is a company that has contacted him that does website governance as a free service. Mr. Steavpack was given the okay to contact the company to review the CPN website. It was reported by an owner that CPN II has several incorrect email addresses for homeowners. Ms. Maguire will follow up with Ron Valiga and Jim Greathead and review present listing. Ms. Maguire and Ms. Millspaugh still need to be trained on website posting. Ms. Mallinson will coordinate.
- B. **Social Events** – Mr. Steavpack reported the following:
The elk casting was damaged and new one is on order. A new community directory is being reviewed at this time. The Castle Pines Independence Day celebration is being planned, banners and emails will be sent to the Community announcing the event.
- C. **Delegate Involvement Committee** – Mr. Dodd reported that the next delegate meeting will be held July 21, 2011 at 6 p.m. Ms. Schuessler asked on behalf of the Board of Directors for HOA 1 how much money is being spent on food for the delegate meetings which are held every other month, which include wine, beer, sodas, pizza and deserts. It was reported that no wine and beer receipts had been submitted. The food, to include pizza, desserts and sodas were normally under \$150.00. No resolution has been made on the leaning IREA light poles. Ms. Maguire has called in numerous times to report the issue, with the last communication being a faxed work order request that was sent on May 31, 2011 to IREA. Ms. Maguire was asked to draft a letter to the Board of Directors to IREA for some resolution in the matter and send it to the CPN Board for review.

VI. NEW BUSINESS

- A. Candidate Selection Committee: Board members Mr. Steavpack, Joan Millspaugh and Delegate, Cheryl Schuessler volunteered to be on the committee to recommend a replacement for recently resigned Secretary, Jack Zelkin term ending 2012. Ms. Millspaugh will review past postings for the open position and forward to Mr. Steavpack to compile and send final posting to Ms. Mallinson and Mr. Labossiere for website posting and email blast.

VII. UNFINISHED BUSINESS

- A. The Conflict of Interest Policy was reviewed. Mr. Cook motioned to approve. Seconded by Ms. Millspaugh. Motion passed unanimously.

VIII. ADDITIONAL HOMEOWNER INPUT

Mr. Cook asked if there was any truth to the building of storage unit on the SW corner of Lagae and Castle Pines Parkway, (north of Elk Ridge Park). This was submitted by a party to the City Planner and not approved.

Ms. Fitzgerald asked about the status of the \$144,000 that was the city repayment fund monies. These funds are currently in a Castle Pines North Association money market account and no immediate plans or goals for the money have been made. It was noted that Ms. Fitzgerald is interested on being on the committee again to develop a plan if necessary.

There was concern with the condition of several parcels of land located on Castle Pines Parkway. Ms. Maguire will contact Douglas County to see if sections of the areas are owned by unincorporated Douglas County. Also, owners of parcels of land that are For Sale will be notified to keep areas free of debris and mowed. It was recommended that maybe the funds previously discussed could be used for beautification of the areas on Castle Pines Parkway with focus on entrance off of I-25 to Castle Pines Parkway.

There was a question regarding The Crossings HOA property and who owns the area where the dead oak tree is lying. It was recommended that Mr. Eric Ford (Delegate) contact the Crossings Management Company for clarification of ownership.

IX. REVIEW AND APPROVAL OF MINUTES

- A. The minutes from May 17, 2011 meeting were reviewed. Mr. Steavpack motioned to accept the minutes as corrected under Section II; Homeowners Forum; Independence Day celebration date should be July, 1st (corrected by Ms. Millspaugh), and Section IV. Committee and Contractor Reports; Kim Hoffman now managing the parks dedication for the City of Castle Pines, (corrected by Mr. Steavpack) Section IX; Executive Session; Strike out entire section, meeting never held in executive session (corrected by Mr. Labossiere). Motion seconded by Mr. Cook. The Board approved the motion with Ms. Mallinson abstaining.

X. FINANCIAL REPORTS

- A. The Board reviewed the May financials to include the current payables. Mr. Cook motioned to approve the financials as submitted. Seconded by Ms. Millspaugh. Motion passed unanimously.
- B. Ms. Maguire presented the payables (check detail) from May 11, 2011 through June 15, 2011.
- C. Ms. Maguire presented the delinquency report. Collections are ongoing. Statements on all past due balances have been mailed.
- D. Collection Policy – Final presented for signatures. Ms. Maguire will recheck verbiage on section and submit for signatures at next meeting.
- E. Audit update – Ms. Maguire will set up a meeting with Audit Committee and Auditor regarding possible additional charges. Mr. Dodd recommended to the Board that Ms. Maguire attend the meeting with the committee and auditor since she has been participating and involved with the audit process and an integral part of the discussion. The Board agreed and Ms. Maguire will properly invoice the CPN Association as outlined in the management contract.

XI. NEXT MEETING

- A. Next meeting date; July 21, 2011 – 7 p.m.
Note; the Delegate meeting will be held at 6 p.m. on July 21, 2011.

XII. ADJOURNMENT

With no other business to come before the Board, Mr. Cook made a motion to adjourn the monthly meeting at 9:25 p.m. Mr. Dodd seconded the motion. Motion passed unanimously.

Respectfully submitted,

Kim Maguire, Community Manager