

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

Thursday, July 21, 2011
7:00 P.M.

I. CALL TO ORDER

- A. The July 2011 meeting of the Board of Directors for the Castle Pines North Association, Inc. was held on the evening of July 21, 2011 at the Castle Pines Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado. The meeting was called to order at 7:05 p.m. by Vice President, Anna Mallinson.
- B. Introductions were called: Board Members present: Anna Mallinson, Jim Steavpack, Joan Millspaugh and Larry Cook. Absent: Steve Labossiere and Keith Dodd
Representing management: Kim Maguire with Premier Property Management, LLC.
Homeowners present: Stephen Allen (Knightsbridge), Jim Arnold (Retreat), Jeff Huff (City Mayor), David and Tina Hutchings (Romar), Crista Huff (Apartments), David and Anne Necker (Whisper Canyon), Ben Lockett (Briar Ridge), Russ and Joanne Brown (Canterbury)

Delegates/Alternates Present:

Cheryl McDade (Hidden Pointe)
Eric Ford (Crossings)
Suki Fitzgerald (Hamlet)
Jim Greathead (HOA 2)
Cris Cristadoro (Romar)
Rex Lucas (Brambleridge)
Gail Stehlik (Retreat)
Gregg Fisher (Bristle Cone Single)
Bill Dalton (Claremont)
Russ Brown (Huntington)
Laurie Golden (Huntington)

Delegates Absent:

Maureen Shul (Bramble Ridge)
Carol Padilla (Briar Cliff)
Russell Pinho (Tapestry Hills)
Brian Moe (Stonecroft)
Mike Henry (Winterberry)
Terry Jones (South Lynx)
Cheryl Schuessler (HOA 1)
Barb Saenger (Pineridge)
Scott Blaeser (Glen Oaks)
Jim Hawthorne (Bristle Cone Patio)
Russell Pinho (Tapestry Hills)
Steve Eller (Greenbriar)
Nancy Wilt (Claremont)
Keith Dodd (Forest Park)
Don Van Putten (Pine Ridge)
Vacant (Estates at Buffalo Ridge)

- C. Ms. Mallinson explained the homeowner input guidelines to all in attendance.
- D. Ms. Mallinson called for any additions, deletions or modifications to the Agenda. Mr. Cook motioned to accept the agenda as presented, seconded by Ms. Millspaugh. Motion passed unanimously.

II. HOMEOWNER FORUM

Ben Lockett was in attendance to present the Community Garden proposal. The proposed garden will be set up behind the Community Center/Metro Dist Building. There will be no direct view of garden from existing homes. There will be a total of 60 plots which 5 of them have been designated to schools and other non-profit agencies. The other 55 plots will be assigned via a lottery system. Plot size is 5x7 ½. The committee is currently working with Denver Urban Gardens to assist with a design. The Canyons have donated \$5,000 to the garden. Concerns were discussed regarding shortage of parking. There is an overflow dirt parking lot that could be used.

A shed will be built to house various garden tools. There are no plans for chicken coops, bee hives or compost piles. This would have to be approved by the CPN Association. Water will be supplied by the CPN Metro District and will be paid for by the garden membership dues. It was agreed by the CPN Association Board of Directors that the community garden be approved on the condition that the CPN Association be involved with the design review and approval processes and any other modifications that should come up that would need approval.

Website for more information is available at www.castlepinesgardens.com

III. COMMUNITY REPORTS

- A. **Parks Authority** - Ms. Mallinson reported that due to the recent rains there has been runoff of mud and drainage issues which has resulted in extra costs to the project. The majority of construction will be completed between August 1-15, with the dedication to the park and official opening date to take place on September 17, 2011. The Parks Authority has also accepted the donation of the Elk statue from the CPN Association. City Council woman, Kim Hoffman has been working on the dedication event to take place on September 17, 2011. Mr. Steavpack motion to extend a donation for the event of \$15,000, funds to be taken from the community improvement fund, (account 5325). Motion was seconded by Mr. Cook. Motion passed unanimously.
- B. **CPN Metro District** – No report.
- C. **Castle Pines Library** – Ms. Millspaugh reported on the fund raising efforts for the CPN Library. Sometime during the first week in August proceeds collect will be posted on the cpnhoa.org website. King Sooper script cards are available at the library and you can drop off cash donations there as well.
- D. **City of Castle Pines** – Mayor Huff reported on the following: There is a public feedback tool for City residents to use on the cpngov.org website to report any type of public work issues, such as pot holes, snow removal etc... More street repairs will take place in the City. The City is currently getting bids for seal coating and hope to start work by August 1, 2011. Mayor Huff will follow up with Sam Bishop on the Douglas County owned land and getting the areas mowed on the west side of I-25. There was a traffic study completed on Castle Pines Parkway and Monarch Boulevard. Several suggestions were made and the City will prioritize the list for completion which will be presented in a public meeting and published on the website.
- E. **Chamber of Commerce** – The Chamber submitted a letter requesting a donation of \$800.00 for the upcoming OctoberFest that will take place on September 24, 2011 from 11 a.m. – 5 p.m. in the Safeway parking lot. Mr. Steavpack motioned to continue the annual donation for this event from the social fund (account # 5250) seconded by Ms. Millspaugh. Motion passed unanimously.

IV. COMMITTEE AND CONTRACTOR REPORTS

- A. **Website** – The webmaster has currently upgraded the email blast options to include attachments, font sizes, colors etc. There was an email blast that was sent out in error by the webmaster last week, titled incorporation, owners should disregard. Mr. Greathead will be submitting an updated email listing from his homeowners association so the CPN Association can update the master database.
- B. **Social Events** – Mr. Steavpack reported that the \$3,500 that was contributed to the Independence Day celebration was not worth the money and that the CPN Association should consider not participating in the event next year. We will consider having another book swap soon, since the book swap was so successful earlier in the year,
- C. **Delegate Involvement Committee** – No report.

- D. **Board Vacancy Selection Committee** – Three candidates have submitted letters of interest to fill the board of director vacancy through 2012. The deadline for submittals is close of business on July 22, 2011. Two other homeowners in the audience will submit their letter of interest to Ms. Maguire.

V. NEW BUSINESS

- A. The AA Investments, LLC, rezoning application was reviewed. It was suggested that the City, the CPN Metro District and the CPN Association, meet to discuss. It was also suggested that the new development of homes be members of the Castle Pines North Association, since many of the owners will be utilizing the parks, which the majority of the HOA dues are funded to the Parks Authority.

VI. UNFINISHED BUSINESS

- A. Ms. Maguire resubmitted the recently approved Collection Policy with one correction to the policy. Ms. Mallinson motioned to approve the amended Collection Policy. Seconded by Mr. Steavpack. Motion passed unanimously.

VII. ADDITIONAL HOMEOWNER INPUT

None

VIII. REVIEW AND APPROVAL OF MINUTES

- A. The minutes from June 16, 2011 meeting were reviewed. Mr. Cook motioned to accept the minutes as corrected under Sections IV and VII; spelling corrections. Section VI. Add Board Members and Delegate. Motion seconded by Ms. Millspaugh. Motion passed unanimously.

IX. FINANCIAL REPORTS

- A. The Board reviewed the June financials to include the current payables. Ms. Maguire will review and recode meeting expense line if needed. Mr. Cook motioned to approve the financials as submitted. Seconded by Ms. Mallinson. Motion passed unanimously.
- B. Ms. Maguire presented the payables (check detail) from June 16, 2011 through July 14, 2011. Ms. Maguire presented the breakdown of the first 2011 payment in the amount of \$95,795.00 to the Parks Authority. Ms. Maguire was asked to mail directly to the Park Authority Department.
- C. Ms. Maguire presented the delinquency report. Collections are ongoing and several more delinquent owners have remitted their dues.
- D. Ms. Millspaugh ratified the previous approval for the change order on the 2007, 2008 and 2009 audit in the amount of \$6,500.00. Mr. Steavpack seconded the motion. Motion passed unanimously.
- E. Audit update – The 2007, 2008, 2009 audit will be completed by August 5, 2011 and submitted to the Board for review before the final audit is issued. The 2010 will begin August 22, 2011 and should be completed in one week.

X. NEXT MEETING

- A. Next meeting date; August 18, 2011 – 7 p.m.
Note: the next Delegate meeting will be held at 6 p.m. on September 15, 2011.

XI. ADJOURNMENT

With no other business to come before the Board, Ms. Millspaugh made a motion to adjourn the monthly meeting at 9:05 p.m. Mr. Steavpack seconded the motion. Motion passed unanimously.

Respectfully submitted,

Kim Maguire, CMCA, Community Manager