



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

**Thursday, February 19, 2015**  
**7:00 P.M.**

**I. CALL TO ORDER**

- A.** The February 2015 meeting of the Board of Directors for the Castle Pines North Association, Inc., was held on the evening of February 19, 2015 at the Castle Pines Chamber Office, 562 Castle Pines Parkway, #C-1, Castle Pines, Colorado 80108. The meeting was called to order at 7:02 p.m. by Board President, Steve Labossiere.
- B.** Introductions were called: Board Members present: Joan Millspaugh, Melissa Sanders, Steve Eller, Gregg Fisher, Anna Mallinson, Kristy Buirge and Steve Labossiere.
- Representing management: Kim Maguire, CMCA<sup>®</sup> with Premier Property Management, LLC.  
Homeowners present Skip Thurnauer, Rick Lee, Mike Aubert.

**Delegates/Alternates Present:**

Steve Eller (Greenbriar)  
Kristy Buirge (Tapestry Hills)  
Arlene Armata (Pine Ridge)  
Mary Fletcher (BristolCone Patio)  
Gregg Fisher (BristleCone Single)  
Bill Dalton (Claremont Estates)  
Anna Mallinson (Forest Park)  
Belinda King (North Lynx)

**Delegates Absent:**

Matt Amerlan (Glen Oaks)  
Steve Woolley (The Hamlet)  
Patrick Dunn (Hidden Pointe)  
Paul Mauro (Crossings)  
Vacant (Briar Cliff)  
Dennis Kuhlmann (Stonecroft)  
Tracey Dwyre (South Lynx)  
Jaime Chaulk (Romar)

Jim Greathead (HOA2)  
Doug Gilbert (HOA 1)  
Jim Swenson (Bramble Ridge)  
Mike Henry (Winterberry)  
Vacant (Retreat)

- 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. Ms. Mallinson requested the addition of Castle Cliff Estates discussion under New Business A. Ms. Millspaugh motioned to approve the Agenda as amended. Motion seconded and passed unanimously.

**II. ELECTION OF OFFICERS**

- A.** Election of Officers – Motion was made by Mr. Labossiere to elect the following Board Members as Officers for a one year term. Anna Mallinson – President, Melissa Sanders – Vice President, Steve Eller – Secretary, Joan Millspaugh – Treasurer. Gregg Fisher, Kristy Buirge and Steve Labossiere – Members. Motion was seconded and passed unanimously.
- B.** Signing of Core Values Commitment – All Board Members signed the Core Values Commitment.

**III. COMMITTEE REPORTS**

- A.** Social Events– Ms. Maguire announced that the concert dates and following bands have been set for Coyote Ridge Park. Tunisia Band, 6/13/2015 – 6 p.m. – 8 p.m., Kory Brunson Band, 7/19/2015 – 4 p.m. – 6 p.m., The Long Run Band, 7/25/2015 – 6 p.m. – 8 p.m., Tuxedo Junction Band, 8/2/2015 – 4 p.m. – 6 p.m.

- B. Website – Ms. Mallinson noted that work is complete on the new email blast system. Ms. Mallinson and Ms. Maguire will still need to meet to test the system out.

#### **IV. HOMEOWNERS FORUM**

A homeowner from HOA #2 was in attendance to inquire on a trash dumpster enclosure located off of Castle Pines Parkway. The homeowner was directed to speak with the Castle Pines North Metro District who owns the trash dumpster.

#### **V. COMMUNITY REPORTS**

- A. Castle Pines Parks Authority – No action was taken.
- B. CPN Metro –Mr. Labossiere announced that he resigned from the CPN Metro District in January.
- C. City of Castle Pines – No action taken

#### **VI. NEW BUSINESS**

- A. Ms. Maguire noted that the City Manager was contacted regarding the City’s consideration in adopting an ordinance of major thoroughfare fencing. Mr. Van Wormer will work through the request and consider pros and cons. Ms. Maguire will circle back and inquire if any action has taken place prior to the next meeting.
- B. Mr. Labossiere motioned for Ms. Mallinson to represent the CPN Master Association and keep the Board posted on Douglas County Meetings and meetings with the Castle Pines Community regarding the request for the IGA and A-1 zoning amendment to the property called Castle Cliff Farms that located adjacent to Forest Park HOA and Castle Pointe HOA.

#### **VII. UNFINISHED BUSINESS**

- A. Ms. Millspaugh motioned to leave the Design Review Committee as is with no changes or replacements. Motion was seconded and passed unanimously.
- B. Discussion was held regarding Board Members to create their own HOA email address, as any HOA emails are records of the Association.

#### **VIII. ADDITIONAL HOMEOWNER INPUT**

No action was taken regarding a homeowner’s inquiry regarding updating Declarations of the Association.

#### **IX. APPROVAL OF MINUTES**

- A. The minutes from January 15, 2015 meeting were reviewed. A motion was made by Ms. Sanders to approve the minutes as presented. Motion was seconded and passed unanimously, with Mr. Labossiere abstaining.

#### **X. FINANCIAL REPORTS**

- A. The Board reviewed the January 2015 financials to include the bank statements, bank reconciliation detail, bank reconciliation summary, monthly income statement, ytd income statement. Ms. Millspaugh motioned to accept the financials as submitted. Motion was seconded and passed unanimously. Ms. Maguire reported that fees were charged to the HOA for the lockbox use and paper statements. Castle Rock Bank will be back in touch with Ms. Maguire

regarding these fees. Ms. Mallinson made a motion for Ms. Maguire to have access to the online bank account to download the bank statements. Motion was seconded and passed unanimously.

- B.** Ms. Maguire presented the Delinquency Report – There are 112 homeowners left to pay the annual assessment. Last year this time there were 160. Ms. Maguire also disclosed that Paylease had a management incentive that paid \$22.00. No action taken.
- C.** Ms. Maguire presented the payables (check detail 1184-1211). Ms. Millspaugh motioned to approve the payables as submitted; motion was seconded and passed unanimously.
- D.** At this time of the meeting, Mr. Labossiere announced his resignation from the Board of Directors for the Castle Pines North Association effective immediately. Mr. Labossiere has served the Association for many years as a leader and volunteer and will be greatly missed. A sincere thank you goes out to Steve.

#### **XI. NEXT MEETING**

- A.** Next monthly Board of Directors Meeting - Thursday, March 19, 2015 at 7:00 p.m. at the Castle Pines North Community Center.

#### **XII. ADJOURNMENT**

Ms. Sanders made a motion to adjourn the monthly meeting at 8:36 p.m. Motion was seconded and passed unanimously.

Respectfully submitted,

*Kim Maguire*

Kim Maguire, CMCA<sup>®</sup>, Community Manager  
Castle Pines North Association, Inc.