

# CASTLE PINES NORTH ASSOCIATION, INC.

## Board of Directors Meeting

12/17/2009  
7pm, Community Center

### MINUTES

The meeting was called to order at 7:04pm by President Andy Rhodes.

**Directors Present:** Andy Rhodes, Anna Mallinson, Jack Zelkin, Joan Millspaugh, Larry Cook

**Directors Absent:** Jeffrey Huff, Jim Steavpack

**Delegates Present:** Carol Grant.

**Delegates Absent:** Alison Gibbens, Brian Moe, Carol Padilla, Cheryl McDade, David Necker, Dick Lichtenheld, Frank Mancini, Jennifer Havercroft, Keith Dodd, Kim Hoffman, Maureen Shul, Mike Henry, Russell Pinho, Scott Sinelli, Shirley Beer-Powell, Steve Martin, Suki Fitzgerald

**Management Company Representatives Present:** Barbara Finch, Garry Schaffer

**Guests in attendance:** Tim Gamble, Bill Ader, and David Hutchings.

Andy reviewed homeowner input procedures, encouraging those in attendance to raise their hands at any point in the meeting if they have questions or comments, and directing them to keep comments on subject and concise.

### 1C: Additions/Deletions/Modifications and Approval of Agenda

Andy asked if there were any additions/deletions/modifications to the agenda.

- Andy said he wanted to add a letter from Jeff before 7A:
- Barbara said she wanted to add some information she received from HRCA, Andy said that would be 7E.
- Andy would like to add the Candidate Selection Committee as 7F.

*Larry moved to approve the agenda as amended; Anna seconded; the motion passed with a unanimous vote.*

### 2: Approval of Minutes

- Anna asked that item 4A be changed to read "Parks Authority Report"
- Andy asked that Board members give Barbara any suggestions they might have regarding the formatting of minutes.
- Jack said he felt the minutes were clear and succinct.

*Joan moved to approve the minutes as amended; Jack seconded; the motion passed with a unanimous vote.*

### 3. Homeowner Input

- Andy asked if anyone had specifically signed in to speak.
- David Hutchings said he was there with questions about the community directory.
- Andy explained this was on the agenda and asked him to wait until then; David agreed.

## **4A: CPN Parks Authority Report**

- Anna reported the Parks Authority is making decisions on the design phase now, and that she had new plans available for the Board and visitors to view.
- They hope to have the design done by the end of the year, with construction plans done by March, and construction to begin in June.
- Parking spaces have been increased, including 15 negotiated to share with the school.
- Kim Hoffman has resigned from the Parks Authority Board, so there is a Director at Large position vacant. She will stay on until a new Board member is found.
- The Parks Authority Board is hoping to fill the position with someone from the community who is not associated with any other entity.
- Anyone interested in the position should email Anna.

## **4B: Metro District Report**

- Andy reported that the Metro District had submitted a formal letter to the City in support of integration proceedings. There are Title 32 (special district legislation) requirements, legal steps to be taken.
- The process is more complicated than people might think: what to do with Metro District properties, reserves, debt, who pays for what, Tabor issues, etc.

Question: What happens to the Metro District Board members if it integrates with the City?

Answer: It depends on the integration plan and how that new part of the city would be set up

- Andy said if anyone had more questions he would talk to them off-line.

## **4C: City of Castle Pines North**

- No one was in attendance to present this report due to a City Council meeting called for the same time.

## **5A(1)(a): Webmaster Report**

- Tim reported the website is at the end of its third year without an editor. It's old, stale, needs updating (same as last report)
- Neighborhood directory asked for some help, he told them he'd help with graphics.

## **5A(1)(b): Website Redesign Committee**

- Anna is going to take point on the committee, but Shelley is still on the committee
- David B will hopefully be able to present the new and improved website mockup in January
- She will try to get a link so the Board can look at a draft prior to the meeting
- David advised the cost of a survey regarding the future of the Association would cost approximately \$1,200
- David has given the Board a quote of \$4,800 to do all 322 pages, including page-by-page from the sub-HOAs so they can insert the information they want.
- The Board asked that he itemize the bid as that will help them see the cost for the work
- He is charging the Board \$30 per hour, and is looking for someone who can do the work for \$15 per hour
- Anna asked where the budget for this item stands; Garry advised the Board is significantly under budget for this item

## **5A(2): Email Alert Committee**

- The draft email for 12/18 was reviewed and approved
- Anna on the item from the October 15 meeting regarding combining lists from the Master, the City, and the Metro District.
- Each entity consulted their attorney, and the attorneys talked amongst themselves
- The Master Association attorney said this absolutely cannot be done: when people signed up and provided their email addresses they were told the Master would not share, sell or otherwise provide their email address to anyone else.
- The Master Association can send an email encouraging people to sign up for the city system to be sure they receive information on school closures, road alerts, etc.
- The Master Association will assist the City in trying to build up their email list
- Anna will draft an email and send it for approval to the Board

## **5B: Social Events Committee**

- As Jim was not present, there was no report.

## **5C: Delegate Involvement Committee**

- As Jeff was not present, there was no report.
- Question: Jack asked the purpose of the committee
- Answer: To encourage Delegates to get more involved in the Master Association meetings and activities

## **6A: Monthly Financial Review**

- Garry reported that his understanding of the budget is that the Board wishes to re-negotiate the Parks Authority agreement by the end of 2010.
  - Discussion: Why should anything be sent to collection if the return is such a small percentage?  
Answer was that it is at least part, and that a small percentage is better than nothing at all.
- 1) Jack moved to send the recommended accounts to collection; Larry seconded; the motion passed with a unanimous vote.
- 2) Joan moved to approve the recommended write-offs; Larry seconded; the motion passed with a unanimous vote.

## **6B: Acceptance of Financial Reports**

- Financial issues reviewed included accounts delinquent for 2009 and also from previous years.
- Garry recommended waiting until the end of the 1<sup>st</sup> quarter to write off any of the smaller amounts (the Board has traditionally done that in December).
- Garry was asked to contact homeowners with pre-paid amounts to let them know they will receive a refund and not to send any payments in January.
- Gary reported the audit is not quite complete.
- Discussion: Are audits required every year? (Audits are required every 2 years or during a transition year from one management company to another.)

Jack moved to accept the October and November financials; Larry seconded; the motion passed with a unanimous vote.

## 6C: Ratification of Payables

- Gary reported the increase in payables was due to Dave's bill for website re-design work and several months of bills until the end of 2009
- Gary reported there is more money left than planned as the money market paid better than the previous operating account.

*Anna moved to ratify the December payables; Larry seconded; the motion passed with a unanimous vote.*

## 7A: Letter from Jeff Huff

- Andy read Jeff's resignation letter, which cited his desire to focus his attention on his new duties as Mayor.
- Andy asked Barbara to include thanks to Jeff and an announcement of the vacancy in the 12/18 email.

## 7B: Election of Officers

*Joan nominated Andy for President; Jack seconded.*

Discussion: Larry asked Andy if he felt there was any conflict of interest in his serving on the Master Board as well as the Metro District. Andy responded that he tries to be clear in his mind where he is. If he is sitting on the Metro District Board, he will vote in the best interests of the Metro District. He said he would, and has, abstained from any votes where he feels someone might claim a conflict of interest. He asked that the Board hold him to that. Jack stated that he felt Andy's involvement in both entities brings a unique depth of understanding. Larry said that he knew that was Andy's position, but that he wanted it memorialized in the minutes to show it had been brought up, discussed and was not an issue.

*Andy was elected President with a vote of 5-0.*

*Joan nominated Jack as Vice President; Larry seconded; Jack was elected Vice President with a vote of 5-0.*

*Anna nominated Joan as Secretary; Andy seconded; Joan was elected Secretary with a vote of 5-0.*

*Anna volunteered to stay on as Treasurer, and the Board accepted by acclamation.*

## 7C: Community Project Suggestions

- Andy reviewed the list of community project suggestions Kim Hoffman had submitted after the October 15 meeting.
- The former Board had informally agreed to keep the city repayment funds separate from the regular Board funds to be used for community projects
- Board agreed Delegates should be involved in figuring out projects the funds will be used for
- Andy said they want the feedback of everyone who attends the meetings as they are already more involved than most homeowners or delegates
- Carol Grant suggested the fire mitigation program: whatever funds the neighborhood raises towards the costs the Master matches up to a maximum
- Joan reported that at one time a group looked at putting up a monument coming into the community at Daniel's Park, a Veterans' Memorial, and that there was a group who was going to take care of it. Maureen might have more information on this.
- Andy asked Barbara to make the list a running list of suggestions the Board can refer to
- David Hutchings suggested some kind of trash clean-up crews, trash blows all over and gets caught in the bushes and looks bad – also could be another idea for community service projects for students. Anna asked him to forward this suggestion to the Parks Supervisor at the Metro District as a great way to generate interest and build their email membership, perhaps part of a spring clean-up campaign
- Andy said he envisions using funds for something that would benefit the largest number of Master Association members

## 7D: Master Association Future

- Need to start the process with a letter expressing a desire to re-negotiate the Parks Authority agreement (IGA) and send to the City, Parks Authority, and Metro District and share the steps the Master has taken.
  - Ask Delegates to brainstorm how to raise funds for the parks
  - Joan reminded the Board that at the Annual Meeting they had invited Delegates to come to the December meeting with their pros and cons
  - Jack said he would like to work on doing something to get the Delegates involved
- Andy nominated Jack to head the Delegate Involvement Committee, and the Board approved this nomination by acclamation.*

Jack suggested an open house at the January meeting, cookies, pizza?

- Have round-table discussion with the Delegates at 6pm
- Delegates bring their ideas on how the Parks Authority can raise funds
- Letter needs to clearly state the Master's intent to re-negotiate the Parks Authority agreement
- Need to keep the Delegates informed so no one can say they weren't informed this was a possibility in 2010
- Garry said Client Preference will rough out a letter of intent to re-negotiate
- Barbara was asked to send an email after the first of the year to invite Delegates to the round table on January 21 for pizza and to discuss parks (event to be called "Pizza and Parks")
- Andy said he does not want to dissuade homeowners who come to the meetings to give their opinions, but is concerned the suggestions may get to be a big jumble and hard to sort through.

## 7E: HRCA Update

- Barbara shared the document she received from Gary DeBus at HRCA regarding updates on the potential college campus
- Andy reviewed the location; several other people had received something similar
- Andy asked Barbara to let him know of any other updates she receives

## 7F: Candidate Selection Committee

*Andy nominated Joan, Larry, and Jack to be the new Candidate Selection Committee to search for a candidate to recommend for the vacant seat; Anna seconded the nomination; Jack, Joan, and Larry will be the new Candidate Selection Committee by a unanimous vote.*

- Barbara is to add the vacant position to the email 12/18, then email again after the first of the year

## 8A: Neighborhood Directory

- Andy reported that he had talked to Jim
- The Directory company has received information from the Parks Authority and the Metro District on current projects
- Barbara was asked to send an email to Allan Bishop and Maureen at the City offices requesting a list of contact information, phone numbers, basic general City information (need to have Jeff sign off on this stuff as Mayor)
- This is a 2-year directory and will be published in February
- Information not received by the publishing company by January 5 will not be included
- Need to get this issue put to bed, can't keep going on and on
- David Hutchings had specific information about formatting, etc.; Andy shared the information from a letter the Board members had received from the publishing company with him so he could get answers to his questions.

## 8B: Huntington and Claremont

- Barbara reported that she has a meeting scheduled for January 5 to sit down with two homeowners from Huntington Ridge. All are working on preliminary suggestions for rules and regulations.
- Barbara will contact homeowners at Claremont Estates and try to get a representative from that community to participate in the process.

## 8C: Policy Updates

Garry said that he wanted to wait until the Board knew more about what the Master Association would look like before spending money on updating policies. The Board agreed with this action.

## 8D: Community Wildfire Protection Plan

- Carol Grant reported that the December 8 meeting was attended by 5 homeowners.
- Einar Jensen from SMFRA stated at that meeting that he would like to start going to individual HOA meetings.
- In February or March, will put this on the agenda to talk about notifying HOA's aware of this plan and his desire to meet with them, encourage them to schedule him to speak

## 8E: Final Donor Plaque Review

- Barbara asked the Board to review
- The Board approved the plaque
- Barbara was asked to notify the library that the plaque is good to go

## 10: Next Meeting

- The next meeting will be Thursday, January 21 at the Community Center. "Pizza & Parks" will begin at 6pm (Board and Delegates to brainstorm ideas to raise funds for parks), with the regular meeting beginning at 7pm.

## 11: Adjournment

- There being no further business Andy adjourned the meeting at 8:39pm

### Director terms:

*Expiring November 2010:*

Anna Mallinson

Joan Millspaugh

*Expiring November 2011:*

Andy Rhodes

Jim Steavpack

Jeff Huff

*Expiring November 2012:*

Jack Zelkin

Larry Cook