

# CASTLE PINES NORTH ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING

October 15, 2009 7:00pm, Community Center

### Minutes

The meeting was called to order at 7:02pm by President Andy Rhodes.

**Board Members Present:** Andy Rhodes, Anna Mallinson, Jeff Huff, Jim Steavpack, Rex Lucas, Shelley Hamilton-Bruer

**Delegates Present:** Dick Lichtenheld, Joan Millspaugh, Jennifer Havercroft, Kim Hoffman, David Necker, Maureen Shul.

**Delegates Absent:** Alison Gibbens, Brian Moe, Carol Padilla, Cheryl McDade, Kelly Durie, Michael Henry, Nancy Clarke, Richard Anderson, Shirley Beer-Powell, Suki Fitzgerald.

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

**Guests Present:** Bill Ader, Bruce Thompson, Einar Jensen, Eva Mitchell, Jack Zelkin

Andy verified everyone who wanted to speak had signed in and reviewed procedures for homeowner input. He clarified that as long as homeowners stayed on topic and kept their remarks relevant and short he would be less formal.

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

*Shelley moved to have the firefighters speak immediately after approval of the September meeting minutes instead of in their place towards the end so they can leave; Rex seconded; the motion passed with unanimous vote.*

#### 2A: Approval of Minutes from September 9, 2009 Session

Andy asked if there were any modifications to the minutes from the September 9, 2009 session of the September meeting.

- Discussion: minutes should be more bullet points not transcription, previous meeting minutes should not changed, must accurately represent what happens, ask if anyone voting "no" or "opposed" wants their name(s) noted.

- Shelley: correction: invoices submitted to the city in March 2009

*Jim moved to approve the September 9 session as amended; Shelley seconded; the motion passed with a vote of 5 in favor and 1 opposed.*

#### 2B: Approval of Minutes from September 17, 2009 Session

Andy asked if there were any modifications to the minutes from the September 17, 2009 session of the September meeting.

- Shelley: correction: Add voting for Andy as President. (Note: The nomination and voting was already reflected in the last item prior to adjournment on page 8 of the minutes.)
- Anna: correction: Show Jennifer Havercroft and Maureen Shul as present, add Barb Sanger, Carol Grant, and Suki Fitzgerald to the absent Delegate list

*Shelley moved to approve the September 17, 2009 session of the September meeting as amended; Anna seconded; the motion passed with a vote of 5 in favor and 1 opposed.*

## **8A: Community Wildfire Protection Plan**

Einar Jensen from South Metro Fire Rescue Authority: Community wildfire protection program

- Reviewed makeup of the committee, process, areas prioritized as highest danger areas
- Endorsement of plan from Master Association requested prior to the community meeting October 29, hope all communities prioritized as high danger areas will be represented.
- Offered to meet with homeowners to talk about mitigating individual property potential for wildfire
- Andy asked how the plan implementation was going to be paid for
- Mr. Jensen: once an area is identified and prioritized SMFRA can start working on grants, funding, etc.

*Jim moved that the Master Association endorse the Wildfire Protection Plan; Jeff seconded; the motion passed with a unanimous vote, Andy signed the document.*

- Barbara was directed to email residents about the October 29 meeting.

## **3: Homeowner Input**

Jack Zelkin read a prepared statement (attached) detailing his concern and dissatisfaction with the process he had gone through after applying for the vacant position on the Board.

- Discussion: Board owes all six candidates an apology: did not communicate with candidates, did not give management company direction, did not treat candidates with respect, Board encouraged Mr. Zelkin to submit his name for one of the positions to be elected in November, was thanked for coming and speaking

Jennifer Havercroft wanted clarification on the events at the end of the September 17 meeting, felt Delegates had been disrespected

- Discussion: Incident at September meeting, behavior was not the best, has been discussed with Jim, Board needs to accept that everyone comes from a different position, Board needs to work on how they come across, needs to be held accountable.

David Necker: Dissolution of South Lynx as an association

- Discussion: Dissolution should be complete by the end of the year; Garry Schaffer should be able to give an idea of the challenges, roadblocks, stumbling blocks involved; perhaps use Master email system to let homeowners know what is happening and why; cost of the dissolution will be about \$10,000

## **4A: CPN Parks Authority Report (Anna)**

- Grading progressing; dirt from church and daycare sites will be used to create rolling hills, promenades, etc.
- List of names narrowed to 11; email blast to community asking for their votes
- Discussion: Parks Authority concerned Master will lower dues and thereby reduce parks funding; needs to be community decision; residents need to decide

## **4B: Metro District Report (Andy)**

Andy reported on the Metro District accomplishments

- Purchased 333 acre feet of very good water (closes 10/22)
- Cell phone tower update: concrete has to cure, will be about 30' deep in the ground, it's progressing

## **4B: City of Castle Pines North Report (Maureen)**

- City and Metro District entering into discussions on integration
- Public hearing for Canyons development Thursday, October 22, 6pm, Montessori School
- Kim Hoffman reminded everyone of the wildfire protection plan meeting, and that all HOA's and communities are invited, hoping the priority area HOA's will be there

## **5A: Candidate Selection Committee Report (Andy, Jeff, Shelley)**

- Andy said he had a suggestion: At elections in November take 3<sup>rd</sup> highest vote-getting and appoint them to the Board, Delegates would feel they contributed
- Discussion: fairness to 6 candidates, fairness to constituents, can Board agree, try to come to consensus and move on, those 6 candidates may not want to run, not making the 3<sup>rd</sup> person feel like the 3<sup>rd</sup> person, is it an appointment if they are the 3<sup>rd</sup> person elected, send email to the 6 people, apologizing for behavior and asking them to consider running, get Delegates information on candidates if names are submitted far enough in advance of the meeting

## **5B(1)(c): Website Redesign Committee Report (Shelley)**

- Content from old website to new, approve the new formats, need to decide on main format
- Meet with Board in December?
- Clarified who is on the committee: Alison, Anna, Jennifer, Maureen, Shelley

## **5B(2): Email Alert Committee Report (Anna)**

- Issue with time-sensitive emails not sent because of lack of response from Board members
- Clarification: Reminders of previously-approved items can go without getting new approval, separate new items from reminders if approval is not forthcoming, no response on new items is positive response after 24 hours
- Discussion: Would be nice to have one email system instead of three (the city system, the Master system), get representatives from each entity to meet to put their heads together to come up with a plan
- Email Integration Committee: Anna, Maureen, Kim, Bruce. Committee will bring something to the next Board meeting

## **5C: Social Events Committee (Jim)**

Jim reported on the Octoberfest Roasted Corn Booth

- Raised just over \$200, donated to Food Bank of the Rockies and Second Wind
- Discussion: Volunteers wearing political stickers in Master booth, Master position of not taking political positions, explanation requested, not aware political stickers being worn, stickers were inappropriate, should have been removed.

## **5D: Delegate Involvement Committee (Jeff)**

- The same 5-7 Delegates attend, but is better than in the past, no actual committee meeting held since early on
- Discussion: Any guidelines of responsibilities to help Delegates know what they should be doing, only absolute responsibility is to vote at the annual meetings, that's all that's in the Declarations, committee established to foster participation of Delegates in social events and other activities the Board sponsors, all committees open to delegates year-round, no actual committee meetings held

## **5E: Repayment of Pre-Incorporation Funds (Barb Saenger)**

- Clarification: CPA says money was not taxable at the time, is not taxable now; attorney redlined offer, total amount requested was in excess of \$180,000; the difference is funds that were not eligible to be repaid.

*Anna moved to accept the offer by the city of \$144,000 as repayment, but that until the Board decides what to do with the money the Board should hold off receiving the funds; Shelley seconded*

- Clarification: Discussion: accept the funds but use them appropriately; need to be earmarked for something specific before it comes into the coffers; City needs response the Board is happy with the offer, need to think about what in the community it can be used for, Parks Authority concerned about their budget, Kim to email list of community needs she's developed from conversations with residents to Barb, perhaps form Committee including residents to formulate what to use the funds for, funds need to return to where they came

from then decide what to do, don't put funds in with general use funds, use for something tangible in the community not frittered away.

*Anna moved to accept the City's offer to repay \$144,000 in 12 installments beginning January 2010 subject to Mark's comments; Jim seconded; the motion passed with a unanimous vote. Discussion: Any reason you can't vote to donate it to the parks tonight? Answer: Several groups have discussed possible uses for the funds; the Board is keeping an open mind for future use.*

### **5F: Budget Committee Report (Anna, Jim, Shelley)**

- Successful, started with minimum dues the Master can collect per the Parks Authority agreement, which is \$100, not out of the realm of possibility, propose meeting of Budget Committee and Delegates to finalize budget to be presented at the annual meeting November 19.
- Discussion: Parks Authority concerned about funding if dues are dropped, needs to be a community decision, should include residents, hard to find some place to get in everyone who might want to attend, should limit to Delegates, Barb to email Delegates for meeting November 11 at 6:30pm, concern about Delegates who never attend meetings making decisions that affect the entire community, not required to do so

### **6B-C: Financials**

*Anna moved to accept the September financials; Rex seconded; the motion passed with a unanimous vote.*

*Anna moved to approve the October payables; Rex seconded; the motion passed with a unanimous vote.*

### **7A: Delegate Designation (Barbara)**

Seven designations received; notification dates 7/30, 8/31, 10/15

- Board requested Barbara make calls to Delegate Districts the day designations are due to make sure every effort is made to get every designation possible

### **7B: Neighborhood Directory Update (Jim)**

- Delayed the issue until the end of November; having difficulty getting pages returned; can include newly-elected City and Master Board representatives; want a bunch of eyes on it.

### **7C: Huntington Ridge and Claremont Estates (Barbara)**

- Rule book Laurie Goldey spoke of in September consists of the Design Guidelines and Declarations; summer 2009 issues prove those aren't specific enough
- Andy asked Barbara to recommend some general rules to the Board for their review; determine how many rules and what; get input from homeowners in the communities if possible; stick to the basics, then can get Delegate input

### **7D: Policy Updates (Garry)**

Garry presented the Board with proposals from the attorney for reviewing the CCIOA policies

- Discussion: can we do it ourselves and reduce the cost (no, must be done by an attorney), any way to further reduce the cost, how many of the policies need to be updated (all of them), another HOA is paying a lot more to have theirs done

*Shelley moved to pay the Association attorney \$800 to review the CCIOA policies; Rex seconded; the motion passed with a unanimous vote.*

- Garry was directed to notify Mark to go ahead.

### **7E: Selection Committee Formation (Barbara)**

- Received 3 responses to e-mail sent to the community after the September 17 session asking for volunteers for a Nomination Committee

- Volunteers currently are: Beth Stewart, Dick Lichtenheld, Jack Zelkin, Jim Steavpack, Sharon Kollmar
- Discussion: What are the specific responsibilities for the committee, think about it and bring ideas to the annual meeting

*Shelley moved to change "shall" to "may" in Section 7.04 ("nominations for election to the Board of Directors may be made by a Nominating Committee")*

- Discussion: we have been ignoring this, can't we keep on ignoring it, won't do anything, not really any need to change it

*Shelley re-moved to change "shall" to "may" in Section 7.04; Rex seconded; the motion passed with a vote of 4 in favor and 2 opposed (Jeff and Jim requested their objection to be noted).*

## **7F: Canyons Development (Barbara)**

*Shelley moved that Barbara send the three responses received from the community with regards to The Canyons development to Sam Bishop; Rex seconded; the motion passed with a unanimous vote.*

## **8B: Annual Meeting (Barbara)**

Barbara reviewed with the Board the agenda and documents that will be included with the annual meeting packet

- Discussion: notice required, venue cost, agenda changes
- Barbara was directed to make the changes to the agenda and get the notice out once the Delegate designations have been made.

## **9: Additional Homeowner Input**

- Joan Millsaugh stood; stated concern decisions will be made by Delegates who have never attended a monthly meeting; more Delegates at annual meeting than monthly meetings; asked that the Board consider her to fill the remainder of Earl's term. (She left the meeting to allow the Board to discuss without her present.)
- Discussion: wholeheartedly support (several Delegates), advise the Board to accept Joan's offer, this would put the issue to bed, allow the Board to move forward; concern that the six who went through the process will be upset, reality is there is disunity on the Board, the Board would likely never agree on any of the six but Joan is acceptable to all.

*Shelley moved that the Board accept Joan's offer and appoint her to the vacant seat; Rex seconded; the motion passed with a unanimous vote.*

- Barbara was directed to email the six candidates October 16 and notify them of this decision
- Barbara was directed to draft email to community to notify them of the decision
- Joan was brought back in and was immediately seated with the Board

## **10: Next Meeting (Barbara)**

- December 17 is the next regular monthly meeting and will be in the Community Center
- All 2010 dates have been booked for the Community Center
- All monthly meetings will be the 3<sup>rd</sup> Thursday of the month
- November 9 has been booked for the tentative annual meeting date (Community Center not available on the 3<sup>rd</sup> Thursday of November)
- No decision on November meeting date necessary right away

## **11: Adjournment**

There was no further business to bring before the Board.

*Andy moved to adjourn the meeting; Anna seconded; the motion passed with a unanimous vote. The meeting adjourned at 9:23pm.*