

# CASTLE PINES NORTH ASSOCIATION, INC.

## Board of Directors Meeting

July 15, 2010 7:00pm Community Center

### MINUTES

The meeting was called to order at 7:03pm by President Steve Labossiere.

***Directors Present:*** Jack Zelkin, Jim Steavpack, Keith Dodd, Larry Cook, Steve Labossiere

***Directors Absent:*** Anna Mallinson, Joan Millspaugh

***Delegates Present:*** Cris Cristadoro (Romar); Dick Lichtenheld (HOA #1); Gail Stehlik (Retreat); Steve Martin (Glen Oaks); Suki Fitzgerald (Hamlet).

***Delegates Absent:*** Al Whitehouse (Hidden Pointe); Alison Gibbens (HOA #2); Brian Moe (Stonecroft); Carol Padilla (Briarcliff); David Necker (former South Lynx communities); Don Van Putten (Pine Ridge); Kim Hoffman (Bristlecone Single); Lin Wu (Tapestry Hills); Maureen Shul (BrambleRidge); Mike Henry (Winterberry); Scott Sinelli(Crossings); Shirley Beer-Powell (CPN II).

***Alternate Delegates Present:*** Cheryl McDade (Hidden Pointe); Kim Reinke (Hidden Pointe).

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

***Others Present:*** Bill Dalton (Claremont); Marvin Tibbett (Forest Park); Sharon Brasel (Crossings); Kim Maguire (Ventana); Kathy Dunbar (Winterberry).

Steve said he would like to move discussion of the 2008 draft financial statements to the financial section of the agenda, and the Board agreed by acclamation. Jim moved to approve the agenda as amended; Larry seconded; there was no further discussion and the motion passed with a unanimous vote.

Steve encouraged everyone to express their thoughts during the meeting, but asked that they do so in an orderly and responsible fashion, raising their hands to be recognized and keeping their remarks brief.

Barbara read a report from Anna on the Parks Authority: Nine contractors picked up the bid packets. Bids will be opened July 19. The Board will award the contract at the Parks Authority meeting July 22, 9am in the Community Center.

Steve reported the water audit program had been hugely successful; even with a 50% budget increase the program is still 118% subscribed. People can call and get put on the list for next year. These audits are a priority budget item for 2011.

No representatives were present from the City of Castle Pines North.

Barbara read a report from Anna on the website redesign. Website changes are to be sent to Barbara by July 16. The Board reviewed a proposal from Cheryl Cassell regarding links, content, and training.

*Action: Jim will get a list of questions to Jack for his meeting on Saturday with the designer. Jim moved to give Jack the authority to approve the contract with Cheryl Cassell pending discussions and clarifications on Saturday, July 10; Keith seconded; there was no further discussion and the motion passed with a unanimous vote.*

Jim reported on the Social Committee activities. The event was reported to be well-attended. Issues: Only one vendor selling food, and would like to see more booths.

- Discussion: Winter holiday events. Carriage rides were popular, but had limited seating; suggested having hayride wagons in addition or instead of, increasing the number of days for the event, selling tickets by a lottery-type system, or limiting the number of tickets each person can purchase.

*Action: Jim will bring information on past winter events to the August meeting.*

Keith Dodd reported for the Delegate Involvement Committee.

- Discussion: Importance of the exchange of information between Delegates, their communities, and the Master.
- Discussion: Historic accomplishments of the Master: built Coyote Ridge Park; got Quest to remove the monthly surcharge; had electrical poles on the north end lowered; mitigated placement of poles along the corridor; stopped the road through Forest Park from Castle Pines Village.
- Discussion: It may not be apathy. Knowledge of what the Master does is not widespread; the amount not allocated to the Parks Authority is very small. Without that, this year's assessment would have been \$30. Why make a change for so little?
- Discussion: Delegates were asked to think about what might get more Delegate involvement. Suggestion was to have food, as food brings people in.

*By acclamation, the Board decided to have refreshments of pizza and soda at the August meeting.*

*Action: Jack will contact pizza vendors in Castle Pines North regarding this.*

Delegates from The Retreat and Esperanza invited representatives from the Master to attend their meetings the following Tuesday. Jack, Jim, and Joan will attend these meetings in some combination.

The annual meeting was discussed. There will be two openings on the Board.

- Discussion: having a Delegate/Board meeting to discuss annual projects, talk about what it means to be a Delegate, making the meeting a celebration. The Board is very cautious about spending assessment funds in an appropriate manner. Delegates present were in support of having refreshments at the annual meeting.

Larry reported on the Committee for Use of City Repayment Funds. They have had one meeting, and a list of projects has been generated from many sources, including resident input (attached).

- Question: With so much uncertainty about what will happen in the future, wouldn't it be prudent to take a step back and see what transpires before any funds are spent?

Answer: This process has just begun; there's still a lot of discussion to be had before any decisions are made.

- Question: At the Castle Pointe meeting thought they heard the money would be used to pay legal costs to dissolve the Master.

Answer: Using these funds specifically for those legal costs hasn't been discussed.

The Board discussed use of the Master's email system regarding for-profit events. They decided by acclamation that information on these events should be posted to the website bulletin board.

The Board discussed allocating funds to allow everyone who has registered for a water audit to participate this year. No decision was made on this issue.

Barbara reported seven sub-HOA's had participated in the Master's program of visiting their meetings to share information on the options for the Master's future.

*Action: Barbara will contact HOA management companies and presidents individually to try to get these scheduled.*

Garry asked that Board members read through the current policy regarding the copying and access of records for the Association.

*Action: Board members will review the current policy and get comments to Garry so he can have a draft revision prepared for the August meeting.*

Discussions on inspections for the Claremont Estates and Huntington Ridge community were discussed. Steve reported he had sent the letter agreed on at the June meeting and had received several emails from community residents encouraging inspections to go forward. Barbara outlined current procedures with other communities she manages for the Board to use as a comparison. Several Delegates were surprised the management company conducted these inspections, as their ARC's are responsible for inspections in their communities.

- Discussion: In the past, enforcement only happened when a complaint was lodged by one resident against another. Suggestion: having homeowners policing themselves.

No final decisions were made regarding procedures.

- Discussion: Barbara reported their other associations require inspections twice a month. Suggestions: Once or twice a year, definitely less than twice a month.

No decisions were made regarding frequency of inspections.

Steve ended the discussion by stating the Master has a fiduciary responsibility to manage the community, and homeowners are responsible to maintain their properties in good condition.

This item of business will continue to next month's meeting.

Barbara reported the Chamber of Commerce was requesting a member of the Board attend their August 11 meeting. The purpose is to discuss membership in the Chamber as the founding member without annual membership dues.

*Action: Jim volunteered to attend this meeting.*

*Larry moved to approve the minutes of the June 17, 2010 meeting as presented; Keith seconded; there was no further discussion and the motion passed with a unanimous vote.*

*Jack moved to write off the funds owed on Account #15469, as Client Preference had received a notice of discharge of the bankruptcy and these funds are uncollectible; Jim seconded; there was no further discussion and the motion passed with a unanimous vote.*

Methods of recovering delinquent funds were discussed.

*Action: Garry is to investigate selling (factoring) the delinquencies, there are companies out there that buy bad debt*

Jim asked Garry to provide aging reports that do not show names, as this leaves open the possibility of someone other than a Board member seeing private financial information.

*Action: Garry will find a report that doesn't show names.*

Garry reported that at the last meeting there was concern that some Board members had not signed the signature card for the bank; the only one who had not was Keith.

*The Board approved the current payables by acclamation.*

Steve reviewed that the Declaration calls for the Association to audit financials every year, but this has not been done since 2006. Financials were reviewed in 2007, and the 2008 audit remains stalled due to the auditing firm's non-responsiveness. Garry is getting bids; has only received one, from a forensic auditing firm (much more in-depth than necessary). The Association can't close the books on 2009 until the 2008 audit is done, and the 2010 financials can't be accepted until the 2009 books are closed.

*Action: Garry will continue to search for an auditing firm that can do the 3-year audit.*

The next meeting will be August 19, 2010, 7:00pm, in the Community Center.

There being no further business to be brought before the Board, Steve declared the meeting adjourned at 9:23pm.