



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

**Thursday, May 16, 2019  
6:00 P.M.**

**I. CALL TO ORDER**

- A.** The May meeting of the Board of Directors for the Castle Pines North Association, Inc., was held on the evening of May 16, 2019 at the Castle Pines Library, (CPN Master Event Hall), 360 Village Square Lane, Castle Pines, Colorado 80108. The meeting was called to order at 6:02 p.m. by President, Kristy Buirge.
- B.** Introductions were called: Board Members present: Kristy Buirge, Al Hoffman, Joan Millspaugh and Mary Fletcher. Absent; Melissa Sanders, Patrick Dunn, Christina Morley.
- Representing management: Kim Maguire, CMCA<sup>®</sup> with Premier Property Management, LLC. Homeowners present; Scott Ellison, (HOA#1), Melissa Coudeyras, (CPN II), Deborah Mulvey, (City Council Ward 1).

**Delegates/Alternates Present:**

Rick Lee (North Lynx)  
Joan Millspaugh (BristleCone Patio)  
Al Hoffman (Hidden Pointe)  
Kristy Buirge (Tapestry Hills)  
Deborah Mulvey (North Lynx)  
Jean Henry (HOA #2)  
Craig McDonnell (HOA #1)

**Delegates Absent:**

Skip Thurnauer (Glen Oaks)  
Cory Mankind (Retreat)  
Chris Lewis (Stonecroft)  
Lynette Kramer (Romar)  
Steve Woolley (The Hamlet)  
Skip Karch (Brambleridge)  
David Beck (Crossings)  
Melissa Sanders (Greenbriar)

Gregg Fisher (BristleCone Single)  
Christina Morley (South Lynx)  
Mike Henry (Winterberry)  
Amanda Trask (Buff Est)  
Tom Kellogg (Briar Cliff)  
Cindy Broekemeier (Forest Park)  
Barbara Saenger (PineRidge)

- C.** Ms. Buirge explained the Conduct of Meeting Policy.
- D.** Ms. Buirge called for any additions, deletions or modifications to the agenda. Ms. Maguire requested an amendment to the Management Agreement, to amend and include the description of the accounting/bookkeeping system that is used, and to send a proposed email blast regarding the fence on Castle Pines Parkway. Ms. Millspaugh motioned to approve the Agenda as amended. Motion was seconded and passed unanimously.

**II. COMMITTEE REPORTS**

- A.** Ms. Maguire reminded the Board of the upcoming Electronic Recycle Event for the Members of the CPN Association. The event will take place on June 15, 2019, from 8 a.m. to noon at the Timber Trail Elementary School. It was noted that televisions will not be accepted, however, if homeowners bring them, we will accept them.
- B.** There are currently about 70 Garage Sale postings on the website. Ms. Millspaugh submitted a Parks Authority Report to include, wording for the use of \$700,000 left in the PA account, wording for the IGA is being worked on, dissolving the PA. PA is requesting a meeting with the Mayor and City Manager.

### **III. NEW BUSINESS**

- A.** The Board reviewed the 2018 Audit. Ms. Millspaugh motioned to accept the audit as presented. Motion was seconded and passed unanimously. Ms. Maguire will post on the website and provide hard copies at the next meeting.
- B.** Discussion was held regarding the deteriorating fence on Castle Pines Parkway. Two Board Members from HOA #1 were present and noted that the fence sits on Castle Pines North Metro District property. Ms. Maguire noted that a meeting of all four entities is important for a resolution on this because at this time, the Castle Pines North Master, the City and the Castle Pines North Metro District views the fence as being on homeowner property. The immediate goal is for resolution and Mr. Worley with the Castle Pines North Metro District will be in contact with all of us to set up a meeting soon. The last two meetings never took place because of scheduling issues with HOA #1.
- C.** Ms. Millspaugh motioned to ratify the action without meeting vote on April 10, 2019, regarding the approval for Ms. Maguire to speak with the attorney regarding the fence on Castle Pines Parkway, to include letters to owners and HOA #1. Motion was seconded and passed unanimously.  
Ms. Fletcher motioned to ratify the action without meeting vote on April 10, 2019, regarding the approval for the concerts in the park band fees, professional staging, sound and lighting crew. Motion was seconded and passed unanimously.  
Ms. Millspaugh motioned to ratify the action without meeting vote on May 9, 2019, regarding the approval for concert event insurance (covers the case of inclement weather). Motion was seconded and passed unanimously.
- D.** Ms. Millspaugh motioned to approve the management contract to include the general description of accounting or bookkeeping system to be used. Motion was seconded and passed unanimously.
- E.** The Board reviewed the proposed email blast to go out to the community regarding the fence on Castle Pines Parkway. Ms. Maguire also requested that legal counsel review the draft before sending the email blast out. Ms. Maguire will email the Board with any changes to the draft after review from legal counsel. Ms. Buirge motioned to approve the requests above. Motion was seconded and passed unanimously.

### **IV. UNFINISHED BUSINESS**

- A.** The Board reviewed questions for a proposed survey, to include the questions from Hamlet Delegate, Steve Woolley. Ms. Maguire was asked to reach out to Mr. Woolley for a meeting with the Board to discuss the survey further. Ms. Maguire will also invite the other Delegates.
- B.** Ms. Buirge made a motion on the proposed revised Licensing Agreement with the Castle Pines Connection to be tabled. Motion was seconded and passed unanimously.
- D.** A \$10,000 donation request for the Castle Pines Fitness Court at Elk Ridge Park was discussed. Mr. Lee suggested an email blast be sent to the Community for their feedback. There was no action taken regarding Mr. Lee's suggestion. The Board will give their answer to Ms. Mulvey on their decision regarding the \$10,000 donation by May 31, 2019.

### **V. HOMEOWNERS FORUM**

No comments.

## VI. APPROVAL OF MINUTES

Ms. Fletcher motioned to approve the minutes as amended, dated March 27, 2019. Motion was seconded and passed unanimously.

## VII. FINANCIAL REPORTS

- A. The Board reviewed the March and April 2019 financials to include the bank statements, bank reconciliation detail, bank reconciliation summary, monthly income statement, and ytd income statement. Ms. Buirge motioned to accept the financials as submitted. Motion was seconded and passed unanimously.
- B. Ms. Maguire will shop for new CD rates and terms. The current CD terms June 2019. Ms. Maguire will inform the Board of her findings on new terms and rates available.
- C. Ms. Maguire presented the payables (check detail 1994-2022). Ms. Millspaugh motioned to approve the payables as submitted. Motion was seconded and passed unanimously.
- D. Ms. Maguire submitted the AR Aging Summary for the homeowners that have not paid the 2019 annual dues of \$40.00. Demand letters have been sent and accounts will be sent to the attorney if there is no response to the demand letter in 30 days.

## VIII. NEXT MEETING

- A. The next meeting will be held on Thursday, July 18, 2019 at 6:00 p.m. at the Castle Pines Library, CPN Master Association Event Hall.

## IX. ADJOURNMENT

Ms. Buirge made a motion to adjourn the monthly meeting at 7:35 p.m. Motion was seconded and passed unanimously.

Respectfully submitted,

*Kim Maguire*

Kim Maguire, CAM, CMCA®

Castle Pines North Association, Inc.

Kristy Buirge – Term – 2021 President  
Patrick Dunn – Term – 2020 Vice President  
Mary Fletcher – Term – 2020 Secretary  
Joan Millspaugh – Term – 2019 Treasurer  
Al Hoffman – Term – 2020 Member at Large  
Melissa Sanders – Term – 2019 Member at Large  
Christina Morley – Term – 2021 Member at Large