

**Minutes of the Hamlet at Castle Pines North Homeowners
Association Annual Meeting
February 7, 2012**

The annual meeting of the Hamlet at Castle Pines North (CPN) Homeowners Association was held Tuesday, February 7, 2011, at the Castle Pines North Community Center. President Howard Morrison called the meeting to order at 7:02 p.m. Present were Board Members Peggy Capp, Mary Firth, Nan Mead, and Tom Willoughby. In all, 22 households were represented at the meeting, and an additional 13 proxy forms were received from those unable to attend. Howard verified that the number of participants met the requirements for a quorum.

Special Presentation: Howard introduced two speakers—Mark Shively, Executive Director of the Douglas County Water Resource Authority (DCWRA) and Robert Graham, Irrigation Specialist with All Phase Landscape—who provided a presentation on retrofitting sprinkler heads throughout the Hamlet’s common areas with new, more efficient rotary nozzles. They are projected to reduce water usage by up to 30 percent by promoting better absorption and reducing runoff and wind impact. The retrofitting, with an estimated value of \$2,500, was won in a raffle by Dan Schaak, who attended a DCWRA meeting last fall on behalf of the Hamlet community. In response to a question, Robert Graham indicated that the sprinkler heads will be installed by experienced contractors. Homeowners who are interested in installing the new nozzles on their own properties may be able to apply for a rebate of up to \$100 from the CPN Metro Authority.

Introductions and Minutes: Howard introduced the current Board Members. He asked to dispense with a reading of the February 15, 2011, annual meeting minutes since they had been distributed previously for review by all homeowners. He then moved to approve them as written. Tom Willoughby seconded the motion, and the minutes were approved.

New Neighbors: Three homeowners new to the Hamlet in 2011 were introduced, as follows: Les and Sarah Brokke (#6), Gary and Alison Ormsbee (\$12), and Jacob and Paula Sorg (#17).

CPN Master Association Review: Special guest Steve Labossiere, President of the CPN Master Association, and Hamlet delegate Suki Fitzgerald provided a report on association activities. Steve explained that a major goal for 2012 is to reach out to individual HOAs, hear their concerns, and advocate for them with the City of Castle Pines, the CPN Metro District, developers, and others. The association will continue to sponsor social events such as the Book Swap, the July 4th party, and the Garage Sale—scheduled this year for May 18-19—as well as exploring other activities to help build a strong sense of community. Association dues have dropped to \$40 per year because management of the Parks Council has moved to the city. The city is planning to hold meetings to discuss a mill levy that would create revenue to support a Parks Authority. Steve also reported that the city has backed away from the issue of dissolving the CPN Metro District, for now. Suki distributed a petition in support of the Metro District, adding that the city will hold hearings on the matter at 7:00 p.m. and 8:00 p.m. on February 14.

In response to questions, Steve said that no new HOAs joined the 27 existing members of the Master Association in 2011, adding that he will approach Legae North about membership, as well as eventually meeting with representatives of The Canyons, a new development. He also

said that work on the Community Garden will not begin until a formal plan is presented to the CPN North Metro District Board, input from residents is sought, and approval has been granted.

Budget and Dues Report: Treasurer Tom Willoughby reviewed the 2011 annual budget, commenting that overall it was “a good year.” With the exception of snow removal costs, individual line items tended to come in at or below budget, a factor Tom attributed to Howard’s diligent negotiations with vendors. A budget surplus of \$5,151 reported as of December 31 will be added to the Hamlet Reserve Fund. Tom also discussed the 2012 budget, which was approved by the Board at its November 21, 2011, meeting. It reflects an increase in expenses of \$3,737 over the previous year and includes a \$10 per month dues increase for each household. The current budget spreadsheet provides a breakdown showing how homeowners’ dues are applied each month. Tom described the 2012 budget as being “very solid,” with the possible exception of snow removal costs, which are difficult to predict from year to year. Tom acknowledged Charley Heard, Business Manager, for his many years of excellent work in handling the Hamlet’s business and financial affairs, including monthly management of the budget.

Design Review Committee Report: Peggy Capp reported that a number of projects, mostly decks and painting, were submitted for approval. Committee members made an effort in 2011 to visit sites as they considered various requests. Peg expressed appreciation for the good information provided by homeowners, but also cautioned that people allow one week, at minimum, for DRC forms to be approved. With committee members traveling out of town or otherwise committed, they cannot always respond to requests on short notice. She thanked committee members Vern Cain, Mary Firth, Wayne Gardner, and Karen Wilcox for their work. Howard reminded everyone that DRC forms must be submitted before any work is initiated on a homeowner’s property.

Snow Committee Report. Larry Ramona discussed the equipment being used for the current winter season, with the change in vendors from TerraCare to Colorado Property Care (CPC). Residents generally appeared to be pleased with the snow removal efforts during the recent, significant storm. Larry cautioned that driveways are to be cleared only after streets have been plowed. He asked that homeowners be sure to contact him via telephone or e-mail, rather than CPC drivers, if they have any questions or issues regarding snow removal. In response to a question about snow being piled over small trees on a lawn during plowing, Howard said he will check on this problem with CPC. Howard also mentioned that the ice slicer CPC is putting down on the Hamlet’s streets is biodegradable. He thanked Larry, Kent Davis, and Charley Swift for their work on the Snow Committee. Howard presented Bruce Thompson, who recently moved from the Hamlet, with a miniature, gold-plated Skid-Steer as a special thanks for his many years of dedication to the community and his hard work as a member of the Snow Committee.

Landscape Maintenance Report: Howard announced that, with a new Contractor (Colorado Property Care) in place, he has created a committee consisting of himself, Peggy Capp, and Wayne Gardner to oversee landscape work done in 2012. This oversight is intended to ensure that CPC successfully fulfills the terms of its contract. A CPC representative will attend the March Board meeting to provide a maintenance overview.

Howard also reported that Norb Cygan now has outfitted all of the streetlights with energy-efficient CFL bulbs. The lights on Roder Gate and Klingen Gate Lane continue to cause problems, which will be addressed this summer. The light on Roder Gate can be switched on manually every two hours when it goes out.

Howard acknowledged Norb for his work, as well as Don Frank for gate maintenance, Dan Schaak for community service, and Ron Fisk for managing the **Good Neighbor Program**. The program is not affiliated with the Board, but run by volunteers as a service to neighbors in need. A new list of volunteers will be distributed to homeowners next week.

Year in Review: The Spring Clean-Up and BBQ, as well as the holiday party, all were a big success. Turnout was excellent. Howard mentioned that a new plan, perhaps two “sittings,” might be necessary for the 2012 party because of space limitations. In response to a question about the date for the **2012 Spring Clean-Up and BBQ**, Howard proposed May 19, which was supported by the homeowners in attendance.

Board Members: With terms for both Howard and Tom expiring, the Board must fill at least two vacancies. Colleen George has volunteered, and Howard has agreed to stay on for another two-year term. Howard explained that with only two names to consider, there was no need for a Nominating Committee this year. He made a motion to approve the two nominees, and it was seconded by Tom. The first meeting of the new Board will take place on March 12, at #30.

New Business: Howard said that in addition to lighting repairs, evaluation is needed in areas where asphalt has broken up and curbs have crumbled. He and Larry Ramona will check these areas in the spring. Work also may be needed during the Spring Clean-Up around the drainage to the pond where erosion has occurred. Peggy mentioned that under its contract, CPC will perform all of the work previously done by TerraCare (clean up, sprinkler activation and winterization, aeration, weed control, and mowing)—plus shrub pruning, deep-root fertilization, and improved spraying—all at a lower cost. Howard will distribute a schedule for these activities.

In response to a question, Howard said homeowners can contact CPC directly for work such as tree-trimming and sprinkler repair, but they will be charged for these and other “extras” done on their properties. CPC will be asked to provide the cost of replacement sprinkler parts before performing repairs. Peggy suggested that homeowners might consider contacting a tree-spraying firm, such as Ross Tree Company, to treat aspen and ash trees around their homes. She cautioned that people remove pine needles from their gutters, which can pose a fire hazard.

Peggy also announced that a “Comments Box” has been placed in the gate house for residents who have questions or suggestions regarding the Hamlet.

Howard ended the meeting by thanking Tom Willoughby for his significant assistance, support, and service to the Hamlet while on the Board. Tom, in turn, acknowledged Howard for his commitment and outreach to the community, in particular through his frequent and timely e-mail communications to homeowners.

Howard moved to adjourn the meeting at 8:00 p.m., and Peggy seconded the motion.

Meeting minutes approved _____, 2013.

Nan Mead, Secretary

Howard Morrison, President
