

**Minutes of Board of Directors Meeting
The Hamlet at Castle Pines North Homeowners Association
January 9, 2012**

The January 9, 2012, meeting of the Hamlet Board of Directors was called to order at 6:38 p.m. by President Howard Morrison at his home, at 30 Klingen Gate Lane. In attendance were board members Peggy Capp, Mary Firth, Nan Mead, and Tom Willoughby. Business Manager Charley Heard and homeowner Teresa St. Hilaire also attended.

Old Business

Minutes—Howard moved to approve the November 2011 minutes, and Tom seconded the motion.

Lightboxes—Howard said electrical repairs will be done on Roder Gate and Klingen Gate Lane, but not until spring because of the need to access wiring beneath the concrete.

Holiday Activities—The Board complimented Mary Firth for her planning of the highly successful holiday dinner, which was attended by 63 people. Howard suggested a new venue may be needed for the 2012 party because of space limitations at the Ridge. He has inquired about holding the event at La Dolce Vita. Board members agreed that having live music was a nice touch, although a couple of people felt it was too loud. Howard thanked Peggy for organizing holiday cookies for the gate house, saying several homeowners have e-mailed him positive comments about this tradition. The decorative lights have been taken down. The bright red ones beneath the trees along Burggarten need to be rethought, or possibly dimmed, in 2012.

New Business

Financials—Charley provided a wrap-up of Hamlet finances for 2011, which reflected a bottom-line positive bank balance of \$5,151. He pointed out that costs of snow removal exceeded budget, mainly because of the heavy snowfall that occurred in December and the rental of snow-removal equipment last spring. The \$900-per-month cost of equipment rental will disappear under the Hamlet's new contractor, Colorado Property Care (CPC). However, Charley cautioned that this savings may be offset by CPC expending more time and effort on clearing snow.

Howard mentioned that because TerraCare completed only half of the fall clean-up, their final invoice will not be paid in full. He will follow up with them to close out the Hamlet account and asked that the unpaid balance be applied to snow-removal overages. He also asked Charley to be sure that funds for tree spraying and deep-root fertilization are covered in the 2012 budget.

Howard asked if it is possible to create a "Contingency" line item in the budget for unpredictable costs such as snow removal. Charley thought this might cause confusion, adding that periodic overages in specific line items aren't hugely critical as long as the overall budget reflects a positive balance and monies (i.e., year-end surpluses) continue to be added to the reserve fund. Nevertheless, with Board members agreeing that snow removal costs are underbudgeted for

2012, Howard asked for \$2,000 to be moved from “Common Area Maintenance & Grounds Improvement” (line 13) to “Snow Removal” (line 9).

Charley reported on January dues receipts from homeowners. He’ll send reminders to people whose payments fell short, something he thought stemmed from the recent dues and reserve fund increases.

With the First Citizen’s merger set for April 1, the Hamlet can resume banking with them or remain with Castle Rock Bank. First Citizen’s has said they will pay a small interest rate on deposits, but may begin charging for auto payment of dues. Charley recommended continuing with both institutions for now, and make a final selection after April 1.

Howard asked about the impact of Charley falling ill or otherwise being unable to perform his business-manager functions for the Hamlet. Charley said his daughter partners with him in handling the Hamlet account and is well prepared to address any needs that might arise. Tom is authorized, along with Charley, to sign checks at Castle Rock Bank, and Charley will check on signatories on file with First Citizen’s Bank.

Design Review Committee—Peggy had no projects on which to report for January.

Snow Committee—The contract with TerraCare has officially ended, with CPC now in place. The committee members feel that CPC has mastered an initial learning curve and is handling snow removal better now than was the case with TerraCare. In reply to a question from Peggy, Howard said the large pile of snow at the Hamlet entrance has been removed.

General Maintenance—Homeowner Larry Ramona has sent a note about curbs cracking, which Howard will check and mark for patching in the spring. A drainage pipe beneath Roder Gate is spilling water and causing erosion; it will need to be stabilized once the weather improves. Walt Rieseemann asked that reflector tape be replaced on the entrance gates, something Howard will handle. Peggy asked that tile work be completed by the mailboxes in the gate house.

Dan Schatz submitted a \$150 invoice for the removal of a large porcupine from his property, which led to a discussion about homeowners needing to contact the HOA for approval, in advance, of any costs they intend to submit to the Board. Furthermore, the Hamlet’s Rules & Regulations prohibit “interference with wildlife” and specify that the proper authorities, and not homeowners, should intervene if an animal becomes a nuisance. The Board approved payment of the invoice because the porcupine appeared to be threatening; however, a reminder will be issued to homeowners about how to handle such matters.

Annual Meeting—The annual HOA meeting is scheduled for February 7, at 7:00 p.m. in the Castle Pines North Community Center. Peggy will confirm with the center, and Mary will arrange for refreshments. Mary is considering doing a slide show of old Hamlet photos.

To eliminate the need to spend time reading the February 2011 minutes and facilitate approval, Howard plans to distribute a draft to all homeowners, along with a copy of the 2012 budget, in advance of the meeting.

With Howard's and Tom's terms on the Board now ending, these vacancies need to be filled. Howard has indicated that he will stay on and continue to serve as president if no one else steps forward. Colleen George has volunteered to replace Tom. Approval will be sought at the February meeting.

The January Board meeting was adjourned at 7:51 p.m.