

**Minutes of Board of Directors Meeting**  
**The Hamlet at Castle Pines North Homeowners Association**  
**March 12, 2012**

The March 12, 2012, meeting of the Hamlet Board of Directors was called to order at 6:34 p.m. by President Howard Morrison at his home, at 30 Klingen Gate Lane. In attendance were board members Peggy Capp, Mary Firth, Colleen George, and Nan Mead, as well as Business Manager Charley Heard. Three homeowners—Ron and Ann Fisk and Teresa St. Hilaire—also attended. Joe Cain, of Colorado Property Care (CPC), was present to review procedures and costs, and to answer questions regarding the contract between his firm and the Hamlet.

**Colorado Property Care**

The discussion with Joe Cain covered the following matters:

*Spring Clean-Up*—In April, homeowners’ lawns will be “rolled” from patios and decks to open areas to remove branches, pine needles, etc. Debris will be vacuumed and picked up. The common areas will be cleaned and pine needles removed from street gutters, as much as possible, where large accumulations are evident.

*Fall Clean-Up*—Cleaning work will be similar to that described for the spring. CPC recommends a mid-October to mid-November time frame, after leaves have fallen.

*Turf Maintenance*—Mowing (to a two-inch height) is to be done weekly, probably on Fridays, with edging scheduled for 14 times per year. Joe said that edging is difficult to do near asphalt, but all concrete areas will be edged. He cautioned that CPC is not responsible for damage to low-voltage lighting, and homeowners need to bring this and other sensitive issues to CPC’s attention. Fertilization is scheduled for April, June, and September. CPC uses a non-organic, “golf-course” type of fertilizer. It is best to water after each application, but not essential, as it won’t burn. Weed control will be done during the second or third week of May and again in September. Peggy suggested that a third application may need to be done in the summer in areas where debris collects. This will be assessed and done, if needed. CPC recommends that aeration be performed once yearly, in the spring when grass is putting down roots, and will do so in the Hamlet. CPC is to notify Howard in advance of aeration and fertilization dates.

*Sprinklers*—Activation tentatively is scheduled for May 5, from 8:00 a.m.-5:00 p.m., with May 4 designated as a “back-up” day. Winterization is planned for October 5-6. Sandwich boards will notify homeowners of the dates, a sign-up sheet again will be placed in the gate house, and homes will be flagged as they are done. The topic of sprinkler activation led to a discussion about CPC’s preference for doing repairs automatically and invoicing individual homeowners through the HOA. Board members felt this would not be an acceptable practice in that some residents will want to get estimates in advance, while others prefer to handle their own repairs. Joe suggested placing a door hanger on individual properties to advise homeowners of problems, and leaving it up to them to initiate action. He will talk with a sprinkler expert affiliated with CPC who can provide estimates and perform repairs by contracting directly with homeowners, and then let Howard know about his availability. Joe clarified that CPC is not responsible for

damage caused by sprinkler systems (e.g., worn manifolds that can lead to basement flooding), but will cover damage to sprinkler heads from mowing and aeration. During activation, the firm will check sprinkler heads that are accessible, but not those that are hidden by rock walls or dense vegetation. They will notify homeowners of any problems they discover.

In response to a question about the new, water-saver sprinkler heads being promoted by the Douglas County Water Resource Authority, Joe agreed that they are more efficient, but also can lower water pressure if too many are used in a single zone. CPC will identify possible problem zones in the common areas once the new heads are installed there.

*Tree Spraying*—Astro and horticultural oil is used for Ips and Pine Bark beetles, as well as for Zimmerman moths. Spraying will take place between April 10-15. CPC needs to notify Howard of this in advance because of a concern for pets.

*Other*—Native mowing is to be done three times per year. Hardscape weed control will occur weekly; for this, CPC uses a light blue dye that disappears in about six hours. Pruning work will be done throughout the community, except for those properties that have been “flagged” by residents. Because CPC uses mechanical trimmers, they will not prune junipers that are growing in their natural state or do homeowners’ plants. Tree-limb trimming also is excluded.

Any damage resulting from CPC’s work should be reported to Erica for follow up.

## **Board Assignments**

Following Joe’s presentation, Board duties for the coming year were confirmed, with Howard serving as president, Nan as vice president/secretary, and Colleen replacing outgoing member Tom Willoughby as treasurer.

## **Old Business**

Minutes of the January meeting will be submitted for approval at the May meeting.

## **New Business**

*Master Association*—There was nothing to report from this group.

*Financials*—Charley provided an update on the status of the Hamlet’s banking institutions, saying that while First Citizens now is paying a higher interest than previously stated, it is replacing the Castle Pines branch in mid-May with one in Lone Tree. In that Castle Rock Bank is charging no fees and has been able to process automatic dues payments with no problems, he recommended moving all of the Hamlet’s banking business to this institution and establishing short-term CDs to help offset the loss of interest from First Citizens. Howard moved to approve this proposal, with Peggy seconding the motion.

The “snow removal & equipment rental” line item continues to reflect a negative variance because of plowing related to the previous snowfalls and the use of ice slicer. Howard said the

Snow Committee is closely checking all invoices for hours billed and believes CPC is doing a good job. Mary commented that while she appreciates that CPC arrives early to plow snow, she would like them to pack it down instead of blading it.

The Hamlet's tax return, due to be filed by March 15, indicates that nothing is owed for last year, mainly because the interest rates currently being earned have not been high enough to exceed deductible fees. Charley will get the necessary signatures and file the return.

Charley asked about the possibility of posting the Hamlet's Board meeting minutes on the CPN Master Association web site, as he does with the financials. Along with increasing transparency, this will make it easier for title companies to obtain information they often request for real estate closings. The Board agreed, and Nan will coordinate with the association to have the bimonthly minutes posted beginning with January 2012, as well as those for the February 2011 annual HOA meeting that were approved earlier this year.

*Snow Committee*—Howard had nothing to report, other than the placement of two barrels of snow-melt, at the entrance and the top of the hill, for use by homeowners.

*Design Review Committee*—Only one project request has been submitted, for painting.

*Landscape Committee*—This committee has been formed mainly to oversee the work of CPC, as a new contractor. Howard, Peggy, and Wayne Gardner are serving as members. The Board revisited the May 19 date set for the Hamlet's Spring Clean-Up & Picnic, which coincides with that of the CPN annual garage sale. Peggy expressed a concern about traffic coming into the Hamlet last year because of the garage sale, while clean-up work was in progress; yet, with no good alternative date available, the event will remain as scheduled.

*General Maintenance*—Howard said that an electrical contractor will be brought in to repair the lights on Roder Gate and Klingen Gate, as well as the entrance area, once the snow has melted. The drainage ditch between #6 and the lake has an erosion problem, with Howard, Charley Swift, and Larry Ramona planning to evaluate it and see if the necessary work can be handled internally. Howard also will check the concrete curbs and see that any needed repairs are done. He'll also check the pavement between #9 and Burggarten, as well as near the Gore property (#11) for signs of heaving. Teresa asked about removal of the black rocks that have collected on top of the asphalt, and Howard will check with CPC about doing this; otherwise, he will handle it. Peggy also asked to have the doors to the gate house repainted and the shelves alongside the mailboxes repaired. Howard agreed, and confirmed that the shelves will be tiled.

*Miscellaneous Items*—The annual calendar was distributed, and Howard will send a copy to all homeowners.

*Other Business*—Board members discussed the possibility of a code change for the entry gate. The code has not been changed for at least five years and many non-residents now have access to it, including a large number of young people who recently attended a party in the Hamlet. After weighing security issues against the inconvenience of introducing a new code, the Board decided in favor of the change. Howard has checked with members of the old Board, and they also

expressed support for the change. The Board identified a new code, with an implementation date still to be determined. Once homeowners have been notified, Howard, Peggy, and Nan will contact all other necessary parties about the change, including delivery personnel, utilities, emergency services, etc. Howard confirmed that homeowners will not have to reprogram their automatic gate-openers to accommodate the change.

The next meeting of the Board will take place at 6:30 p.m. on May 14, at #18.

With no other business pending, the meeting was adjourned at 9:10 p.m.