

**Minutes of Board of Directors Meeting  
The Hamlet at Castle Pines North Homeowners Association  
November 17, 2012**

The November 17, 2012, meeting of the Hamlet Board of Directors was called to order at 9:38 a.m. by President Howard Morrison at the home of Nan Mead, #25 Klingen Gate Lane. In attendance were board members Howard Morrison, Peggy Capp, Mary Firth, Colleen George, and Nan Mead. Also present were business manager Charley Heard, Castle Pines North (CPN) Master Association representative Suki Fitzgerald, and homeowners Dennis and Teresa St. Hilaire. Steve Eller, a board member of the CPN Master Association, attended the first portion of the meeting as part of an outreach effort by the association to better serve HOAs and residents of the CPN community.

**Old Business**

Minutes of the September 13, 2012, board meeting were approved as submitted.

**New Business**

*CPN Master Association*—Steve Eller began his participation by explaining that the CPN Master Association's representation of 27 HOAs and 3,305 homes in Castle Pines serves as a conduit and adds clout in dealing with city and county officials, adding that the town's mayor and city council members frequently attend association meetings. He also emphasized the importance of strengthening the relationship between the association and HOA boards through increased communication. He then called for questions affecting the Hamlet or the community at large.

Peggy asked about a possible tax increase resulting from the November election and was referred to town clerk Dan Schatz for information. She also inquired about development along Lagae Road. Steve said construction of a storage facility may occur, but there is not sufficient traffic here to support the Walmart or Home Depot stores once discussed for the area.

Steve confirmed that the association will continue to maintain its web site as a community resource, which includes posting information for individual HOAs. People can provide input and submit suggestions for improvement to Kim Maguire at the management company. Howard suggested the web site carry a note saying that the HOAs can be a good source of vendor and contractor information for one another—something that was recently of help to the Hamlet in locating a new snow-removal/landscape company.

Suki provided Charley with a copy of the association budget, pointing out that money transferred to the association by the city, following its incorporation, has been converted to a certificate of deposit. The association currently has \$280,000 in reserves against \$140,000 in annual operating expenses, giving it a two-year surplus. Suki said future meetings will include discussions of how to make the association more relevant, in that the group still has a role to play in presiding over the HOAs—such as the enforcement of covenants to keep the community's appearance from deteriorating. When asked what recourse the association has regarding enforcement, Steve and Suki advised that problems with homeowners or HOAs (damaged signage, overgrown foliage,

poorly maintained landscaping, etc.) be reported to the association, which then will approach the offending parties to attempt a resolution; if discussions fail, an attorney representing the association can be brought in as a last step. Suki reported that the association currently is working with the CPN Metro District to address the issue of trees dying on Castle Pines Parkway, as well as landscape problems evident along Monarch Boulevard, because both areas fall under the district's control. Colleen clarified that while individual HOAs cannot ignore or make changes to the association's original covenants, they can address issues not specifically covered by the covenants.

Steve concluded his participation by reiterating the importance of maintaining frequent and open communication between the master association and the HOAs and emphasizing the association's commitment to serve as a resource. The association's next meeting is set for January 19, 2013.

*Landscape Committee*—Peggy reported positive results from the meeting hosted by the committee on October 27 to discuss future projects with homeowners. The 6-7 residents who attended expressed concerns about maintaining good communication, retaining hand-mowing of lawns and ensuring that grass cuttings are picked up, addressing sod damage on the north side of Burggarten Drive, giving sufficient attention to trees (including spraying for aphids, IPS, and spruce beetles), and repairing curbs and streets. Howard added that areas covered by rocks and pebbles also require a touch-up. He said that more money needs to be spent in 2013 to maintain the look of the community, which will mean another dues increase.

Peggy warned that the two-year drought has stressed the trees, and homeowners need to water them sufficiently during the winter. She and Howard agreed to schedule deep-root watering and fertilization early in the spring, perhaps even in February, as temperatures permit, if the winter is extremely dry. The trees were not fertilized in the fall because they were entering dormancy.

ColdSnap has completed its contract and received good feedback for its work. However, the firm's proposal for 2013 increased from \$32,000 (including FitTurf's fertilization services) to \$42,000. Keesen Enterprises has submitted a bid of \$27,640, plus \$740 for a second aeration. With snow removal included as a component of Keesen's pricing, the 2013 contract was awarded to them now to ensure that these services are available for the winter. They also have committed to applying the biodegradable ice-melt used previously. Howard has proposed increasing their budget somewhat to cover projects requested at the October meeting.

*Financial Report*—Charley indicated that all 2012 numbers have been confirmed except those for tree lighting, the holiday party, and snow removal through December. He anticipates a surplus of approximately \$15,507 to be added to the Reserve Fund at year end.

To cover the increased costs of maintaining the appearance of the Hamlet, board members approved increasing the monthly dues from \$130 to \$145, with a three-month working capital assessment of \$45 (\$15 per month x 3) per household, both to be effective on January 1, 2013. Howard will issue a letter to homeowners announcing the increase.

The 2013 budget, totaling \$106,133, was distributed and reviewed in comparison with the 2012 total of \$81,793. The most significant increases were reflected in the following line items: Snow

Removal (\$2,799), Gate Maintenance (\$298), Common Area Maintenance & Grounds Improvement (\$13,871), and Financial & Administrative Services (\$552). Additionally, a budget of \$10,195 was established to cover street maintenance. Howard commented that while the increase in common-area maintenance and the cost of street repairs may seem high, both are essential to maintaining the quality of the community. Making incremental repairs to the roads can extend their life, potentially pushing major street improvements out to 2017 or longer—which also would help to build up the Reserve Fund. Charley also led a discussion of the Reserve Fund extending to 2048. Howard recommended updating long-term costs every five years for the reserve study.

With no further matters raised for discussion, Howard moved to accept the 2013 budget, and it was approved by the board as submitted.

*Design Review Committee*—Peggy reported briefly on requests for the replacement of existing windows and a roof, both of which were approved. The committee also received a request to allow a trim-color variation, which initially was denied but then approved on appeal as an inducement for the owners to repaint their entire structure to conform to the new paint colors. Peggy explained that the variation was minor and consistent with the earth-tone look the new color palette is intended to achieve.

*Snow Committee*—Members are scheduled to meet with Keesen representatives about snow-removal tasks for the winter. Keesen, based in Castle Rock, is familiar with weather patterns in and around the Hamlet. The firm has inquired about purchasing the snowblower attachment and will submit a bid for it. The committee is seeking a new member to replace Kent Davis, who would like to resign after serving for 7-8 years. Howard will send an e-mail requesting volunteers, as well as providing the names of Snow Committee contacts and cul-de-sac captains.

*General Maintenance*—Howard reported a good turnout for the September 22 neighborhood clean-up, which included tree trimming, clearing the drainage beneath Roder Gate Lane, removing dead aspen trees, and other chores. He also is getting estimates for road repairs. Two problematic street lights have been repaired with new outlets, something that may be done proactively for all others, as well.

*Expiration of Board Members' Terms*—With Mary Firth and Nan Mead scheduled to rotate off the board in February, Howard will put out an e-mail to all homeowners calling for volunteers. Peggy Capp has agreed to serve for another two-year term, and Nan will stay if a replacement is not identified. Mary can continue to help with social events on an ad hoc basis.

*Other Items:*

Holiday tree lighting at the Hamlet entrance will take place on November 28. Geri Davis once again will handle lighting for the gate house and lamp posts.

Suki reported that the Hamlet will serve as a collection center for this year's Toys for Tots program; she and Howard will serve as contacts for other CPN neighborhoods in support of this effort. The program runs from November 25 to December 13. A collection box and notices will

be placed in the gate house, and Howard will send an announcement about the program to all homeowners.

Thanks to organizers Susan Joseph and Kathryn Markham, the December “gate house cookie project” now has a full calendar of contributors. Instructions for volunteers will be posted on the gate house bulletin board.

The Hamlet’s annual holiday party will be held at the Ridge on December 2, 2012. Dinner will be done as a prime rib and chicken buffet, along with a vegetarian selection. Mary and Howard have worked with the Ridge in planning this event, and 40 people have signed up for it thus far.

Waste Management has informed Howard that it will host a day to pick up unwanted electronic equipment and chemicals on a date to be determined by the Hamlet. Howard will follow up on this after the holidays.

The annual HOA meeting is scheduled for February 20, 2013. Follow up with the Community Center needs to be done to confirm the availability of meeting space. Howard again will distribute minutes of the February 2012 meeting to homeowners in advance, rather than having them read aloud.

Board members agreed that with no significant issues concerning the Hamlet still to be resolved, a meeting would not be held in January. If needed, a meeting of the Nominating Committee will be scheduled.

With no further business, the meeting was adjourned at 12:00 noon.