

**Minutes of Board of Directors Meeting
The Hamlet at Castle Pines North Homeowners Association
September 15, 2012**

The September 15, 2012, meeting of the Hamlet Board of Directors was called to order at 9:32 a.m. by President Howard Morrison at 27 Klingen Gate Lane. In attendance were board members Peggy Capp, Mary Firth, Colleen George, and Nan Mead. Also in attendance were Business Manager Charley Heard and homeowners Dennis and Teresa St. Hilaire and Vern Cain.

Old Business

Minutes—The minutes of the June 30, 2012 board meeting were approved as submitted.

New Business

Castle Pines North Master Association—No association news has been reported by delegate Suki Fitzgerald. The next regular association meeting will be held on September 20, with the annual meeting scheduled for November 13.

Financials—Charley provided a revenue and expense report through August 2012 and discussed the September-December forecast. Significant variances to date include the snow budget (line 9), currently running \$3,000 over budget because of heavy winter and spring snowfall; landscape maintenance (line 7), running \$2,130 over budget due to the unexpected change in contractors earlier in the year; and common area maintenance (line 13), which currently reflects a \$3,600 surplus because of less work having been required during the summer. Howard mentioned that with landscape needs now beginning to taper off, this line item could produce an additional \$1,500 excess. However, he cautioned that maintenance on curbs and the gate house gutters, neither of which are included in the forecast, may yet exceed the line 13 budget. Peggy emphasized that money for concrete repairs needed in various locations will have to be taken from some line item. Howard also has looked into deep-root watering and fertilization, which is not budgeted for autumn; he received a quote from Ross Tree Company of \$3,575 for a treatment covering the entire community and \$750 for just the entrance-area trees. Mary questioned if fertilization in the fall is necessary, assuming the trees go into dormancy during the winter months. Peggy will contact the CSU Extension Service for a recommendation about this. Water costs for September are uncertain, but may result in some savings because of the installation of new rotary sprinkler heads.

At present, the 2012 budget will miss its projection by only \$72.52, out of an annual total of \$97,590, if all future costs remain on target.

The check register presented by Charley for July through mid-September showed a current balance of \$102,641.

Architectural Review Committee—Peggy reported that several project applications have been approved, including one each for painting, a new roof, a disc antenna, and installation of roof vents. The application for the addition of a hand rail is pending.

Landscape Committee—Fit Turf is scheduled to do a final **lawn fertilization** this month. Peggy commented that of all the contractors used by the Hamlet, Fit Turf has been one of the best, as demonstrated by the enhanced appearance of lawns throughout the community this summer.

Peggy has worked closely with Cold Snap on installation of the new rotary **sprinkler heads** and overseen adjustments where water was hitting trees limbs, instead of grass, on the golf course and in the common areas. She said that around 10 of the heads have insufficient pressure and others need to be moved, issues that will be addressed in the spring. She also mentioned that some tree limbs should be trimmed to avoid blocking the water flow. Cold Snap has asked about submitting a proposal for **tree trimming** and disposal of branches, a job on which Ross Tree also has quoted. Howard will review proposals from the two firms and compare costs. Mary said that some of the Colorado Blue Spruce trees on her property had been trimmed, inappropriately and without her knowledge. She suggested that sprinkler heads moved instead of the trees being trimmed, as the spruce trees cannot regenerate lower branches once they've been cut.

Howard announced that Cold Snap will do the **sprinkler winterization** next month, with a sign-up sheet to be posted in the gate house. Cold Snap also is to perform a **fall clean-up** sometime after the last mowing of the season. Howard will talk with Cold Snap about timing, since it is hard to know whether to wait until after the leaves have dropped and risk weather-related cancellations, as occurred last year, or start this task early.

Nan asked if any consideration had been given to a **mite-prevention program** to treat the deteriorating front entrance area. Peggy recommended that a bid be obtained, as damage is spreading out to the street. Howard will ask Fit Turf and Cold Snap about this. Peggy said that mulching the area would cost about \$7,000, based on a previously submitted bid; however, she pointed out that mulch is very difficult to clean beneath the pine trees. Howard suggested that if mulch is put down, it simply could be re-applied every year, perhaps during the Hamlet's Spring Clean-Up. Teresa thought the pine needles should be left in place, for a natural solution. Vern asked whether a **landscape design plan** had been completed for the Hamlet that would address this area. Wayne Gardner has worked on a tentative plan and is attempting to get bids for the large amount of work involved. Howard will schedule a special landscape meeting for the community in early November to discuss the plan, obtain homeowners' comments, and identify projects and costs for the 2013 budget.

Snow Committee—Kent Davis, Charley Swift, and Larry Ramona have scheduled their first meeting and asked Cold Snap to join them to discuss the contract and logistics for the coming season. Kent has announced his resignation from the committee, but said he will not leave his post until a suitable replacement is found.

General Maintenance—Howard is calling for a **community clean-up** effort for 1-2 hours on September 22. Depending on how many volunteers arrive, tasks could include cleaning the drainage beneath Roder Gate Lane, installing door kick plates and painting at the gate house, trimming trees at the front entrance, and replacing rocks that have fallen from the entrance-area wall. Mary requested new doorstops at the gate house, and Howard is considering laying concrete around the Roder Gate drainage pipe where erosion has occurred. Howard said it has been difficult getting vendors to quote on damaged **roads and curbs**; it was suggested that he

contact Dean Jarvis about this work, and he will follow up accordingly. The **gate house sign** that was damaged recently has been repaired, thanks to Vern Cain. It was suggested that the dedicated **volunteers** who make significant contributions to the Hamlet—including Vern, Norb Cygan for his attention to the streetlights, Don Frank for maintaining the gate, members of the snow committee for ensuring accessible roads, etc.—be acknowledged in some way, perhaps at the annual HOA meeting or the holiday party. Several board members agreed that they should at least be recognized in a “thank you” posted inside the gate house.

Other Business—Peggy mentioned how much people seemed to like the new date for the annual picnic. Howard has received similar comments from homeowners. He suggested that a different format, such as a pot luck, might be in order for next year.

Mary is working with the Ridge on plans for the **holiday party** scheduled for December 2. Most members felt the music provided last year was a nice complement to the event, although too loud during dinner. Colleen suggested use of a piano instead of a keyboard. Charley confirmed that surplus funds from the annual picnic can be applied to the party, as Mary indicated that the cost of including appetizers and alcohol has increased.

Charley commented about the **golf course** having held more tournaments and related events this year than in the past, resulting in a number of vehicles being parked all day around the gate house, along with other encroachments on Hamlet property. He proposed sending a strong letter to the golf course management asking that tents be moved away from the entrance area, as well as stating that vehicles cannot interfere with traffic or otherwise inconvenience Hamlet residents. On a related note, Peggy also suggested that Fit Turf include a weed killer in its last application of fertilizer to address the spread of thistles coming from the golf course roughs.

Colleen mentioned the black bark evident on many of the pine trees and wondered about a possible problem with them. Howard will check with the contractor about this.

With no further business, the meeting was adjourned at 10:58 a.m.