

**Minutes of Board of Directors Meeting
The Hamlet of Castle Pines North Homeowners Association
July 29, 2013**

Board Members in Attendance:

Howard Morrison
Peggy Capp
Colleen George
Tom Markham
Joanne Swift
Charley Heard – HOA Business Manager

Homeowners in Attendance:

Dennis and Teresa St. Hilaire
Suki Fitzgerald

The Hamlet Board of Directors' meeting was called to order at 7:17 PM on Monday, July 29, 2013 at the home of Colleen George, 15 Roder Gate Lane.

Meeting called to order by Howard Morrison.

Old Business:

Minutes of the May, 13 2013 board meeting were approved and submitted.

New Business:

CPN Master Association-

- Suki Fitzgerald is looking for a replacement to represent the Hamlet. There will be an election held at the Hamlet's annual meeting in November and candidates are needed. An E-mail will be sent out to the residents to see if anyone is interested.
- CPN Events- August 17 is the next movie in Coyote Ridge Park. The movie is "Diary of a Wimpy Kid" and starts at dusk.

Financial Report-

Review of Budget- Charley Heard distributed and reviewed the 2013 Financial Summary.

- A neighbor had made an inquiry asking if we had a balance sheet. Charley printed out a balance sheet and reviewed it. Charley noted that the Financial Summary is a modified balance sheet and that other HOAs have used it and no one has questioned it. He added the Reserve Study helps to build the reserves up and is better than a balance sheet.

Records and Document Retention

- Colleen George reviewed the HOA policies. She found the average retention time was seven years. This included Minutes, Financials and various documents. Peggy thought keeping the Design Review Approval documents would be helpful as a resource only but would not be necessary as a legal document. It was agreed by all that any official Out of Compliance Notices (to Covenants, By Laws or Rules and Regulations) issued to a home

owner by the Hamlet Board should be retained for 7 years. Tom Markham asked if when a house goes up for sale is there a document stating that the homeowner is not in violation of the covenants. Charley said that such a document is sent out upon notification of the home sale. It was suggested that the Records & Document Retention Policy be added to the “Rules and Regs”. Colleen will work on finalizing the document.

Design Review Committee-

- **New Applications**-Peggy reported 3 requests have been made for paint, 1 for a new window and landscaping with a pond. All have been approved.
- **Brokke driveway**- Pending application- There was much discussion about the request for the stamped concrete driveway. While all board members agreed that this is an upgrade and adds value to the neighborhood, the request was unanimously denied. Snow removal was the issue. The snow removal is done by snow plows and will damage the driveway. As a result of potential damage, Keesen indicated that they would not use snow plows on stamped concrete. Howard checked with the Buffalo Ridge neighborhood where a few residents have stamped concrete and those homeowners have to do their own snow removal.

Landscape review committee-

- **Mulch**-The north side of the entrance has been completed adding the mulch under the pine trees. Peggy thanked Howard and Wayne for all their efforts and hard work. Joanne mentioned that there has been positive feedback from fellow homeowners.
- **Sprinklers**-Peggy worked with Keesan on doing an audit of the sprinklers on the common areas. Rotary sprinklers were reset and redirected for better water usage.
- The native areas were mowed and Peggy mentioned she is very pleased with the work Keesan has done. Weed killer and Revive were applied July 1.
- The tree watering proposal by Ross came back too late to proceed with.
- Tree spraying will be done late summer for the IPS & Pine beetles.
- There will be one more lawn fertilization, aeration, and weed killer application for the year.

General Maintenance-

- **Road repair update**-Howard contacted six companies and only received 2 proposals. One was for Asphalt repair only and the other was for Asphalt and curb repair. Howard was meeting with another company, “Perfect Patch,” tomorrow. Howard noted that the road repair work is only to repair the asphalt and fill in cracks, not resurfacing. “Asphalt Coatings” the company that did Buffalo Ridge suggested if we filled in cracks as part of regular maintenance, the roads would last longer and not be as costly.
- Darrell the electrician is working on a bid to repair the broken street lamps.

Miscellaneous Items-

- **Waste Management electronic recycling** was reported a success, about 40 items were dropped off.
- **BBQ Picnic-August 10 - #30 at 4PM**
Mary Firth and Suki have agreed to help again. A planning meeting will be held on Monday August 5 in #23 at 6PM. Howard is sending out an E-mail notification tomorrow. Howard is also posting a notice in the gate house.

With no further business the meeting adjourned at 8:47 PM.

Next meeting September 16, 2013 to be held at #40 at 7PM

Minutes Submitted by:
Joanne Swift