

Minutes of Board of Directors Meeting
The Hamlet of Castle Pines North Homeowners Association
May 13, 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
Millard Foraker
Suki Fitzgerald

The Hamlet Board of Directors' meeting was called to order at 7:18 PM on Monday, May 13, 2013 at the home of Peggy Capp, 18 Klingen Gate Ct.

Meeting called to order by Howard Morrison

Old Business:

Minutes of the March 18, 2013 board meeting were approved and submitted.

New Business:

CPN Master Association-

- Suki Fitzgerald reported on the CPN Events-

- May 17 and 18 CPN Community Garage Sale-Suki pointed out that traffic increases in the neighborhood and that burglaries pick up after the sale. CPNMA has hired extra security in the past. Howard said the Hamlet gates will be open. He is sending out an E-mail to the homeowners referencing the increase in burglaries and to keep garage doors closed and take security precautions.
- Thursday May 16- A CPNMA social is being held to meet new members. Howard, Joanne, Peggy and Suki are planning to attend.
- Next CPN meeting is 6/20/2013- It is held the 3rd Thursday of every month.

Financial Report-

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

- IREA Electric went up \$54 per lamp post
- Charley pointed out that due to the legislature green rulings (which have not been passed yet) can make for more increases in the future.
- Keesen is not used to billing residential and has billed the Hamlet HOA for homeowners' repairs. Howard is sending invoices to the homeowners. About 12 homeowners had repairs done. Howard noted the cost was about ½ of what the previous contractor

charged last year. Peggy said it was decided that the homeowner would pay for lawn mower and snow removal sprinkler damage. If a homeowner debated this issue it would be reviewed.

- Joanne added that several homes are in need of sod repair. Howard will contact Ventura at Keesen.
- Peggy noticed a cracked phone line at #9 and said the homeowner should call the phone company.

Records and Document Retention

Charley said in 2005 SB 100 was passed and put into place regarding HOA record and retention.

In 2006 the bill was modified and cleaned up. In 2007 the Hamlet HOA, had Bob Seaman, an attorney who was a homeowner review policies. He revised 4 policies. The policies are about records not retention. The Hamlet has a records policy but not retention. Howard asked Charley why the past HOA did not make the records public. Charley explained that at the time it was decided a homeowner could contact a board member to see the records. There was a "President binder" containing the records created by past presidents, which could be passed on to the new Hamlet board.

The board addressed the issue, "Do we need a records retention policy?" Tom Markham noted the CPN has the shortest policy and Charley recommended we could build a template from the CPN policy. Millard Foraker asked if we ever were audited. Charley responded that there have been routine audits in the past performed by a homeowner who was a CPA. People thought this was acting prudent although there has not been an audit of policies and procedures. Tom asked if we are in violation of SB100. Charley responded that pre 1992 CCI in the Hamlet was grandfathered. In 2006, after the clean up, there was talk about not being grandfathered pre 1992, and technically we might be in violation. The board agreed that maybe we should do a retention policy. Charley referred to the Appendix I in the CPN policy. DORA requires to be renewed every year. On their site it lists all the HOA filings. This includes when it was filed, record number, and county it was filed in. There is duplication with the legislature and DORA.

Colleen volunteered to review the HOA policies.

Charley read in the Hub and the Post that the legislature is asking management companies to register.

Snow Committee-

- Howard reported the snow season has ended and that fortunately the last storms occurred with warmer weather so the snow melted.
- Keesen will store the blue bins containing the sand and will also store the snowplow.
- Peggy mentioned that the homeowners should be reminded in the fall to put out their markers.

Design Review Committee-

- Peggy reported that about 6 or 7 requests have been made for paint, a 2 roofs, deck expansion, new windows and landscaping.
- Tom remarked that if something is not specifically prohibitive and adds value to the neighborhood, maybe it should be approved. That there are guidelines and not statutes. He gave the deck cover as an example. Peggy added that the paint colors are restricted, however a homeowner came to the board with similar allowed earth tones and it was reviewed and approved.

Landscape review committee-

- Howard reported that sprinklers have been activated
- Howard sent out water guidelines from CPN that watering is to be every 3 days. If anyone needs help with their timer they can notify Keesen. So far he has only gotten 2 requests.
- Keesen is only responsible for activation and blow out.
- Clean up day was a success.

New Projects-

- The north side of the entrance has been estimated by Keesen. The final bid is for \$6700. This is in keeping the trees and just adding mulch. The mulch is Washington Cedar, a fibrous mulch, which is more wind resistant.

General Maintenance-

- Open Item-The street lamp on the corner of Marcus Lane was reported fixed by homeowner Verne Cain.
- Howard is getting three bids on the street repairs.

Miscellaneous Items-

- Waste Management has not responded to the inquires regarding electronic recycling
- BBQ Picnic-August 10
- Peggy Capp is contacting Ventura at Keesen to see if they can evaluate the sprinklers at the entrance.

With no further business the meeting adjourned at 8:26 PM.

Next meeting May 13, 2013 to be held at #15 at 7PM

Minutes Submitted by:

Joanne Swift