

**AGENDA
HAMLET BOARD OF DIRECTORS
MEETING
September 16, 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 7:15 PM on Monday, September 16, 2013, at the home of Joanne Swift 40 Herrn Lane.

Meeting called to order by Howard Morrison at 7:15 PM.

Old Business:

Minutes of the July 29, 2013 board meeting were approved and submitted.

New Business:

1. Master Association Report

Homeowner Nan attended the 8/15 CPN Master Association meeting as Suki was unable to attend.

The meeting had only four attendees, in addition to the CPN Board members and City Council representative were there. The topics covered are as follows:

Parks Authority--No activity to report.

Metro District--The next meeting will be held on 08/26, 6:00-8:00 p.m., at the CPN Community Center. All HOA representatives and any interested homeowners are invited to attend.

City Council--1) A new city manager, Don Van Wormer, has been hired and will assume his new position in October. He previously served as city manager of Monte Vista, CO. 2) The Communications Committee has been disbanded and a public relations firm--Aguilar PR--has been hired for \$72,000 to handle publicity for the city.

CPN Website--In response to a complaint: While outdated information continues to exist on the site, it cannot be corrected unless individual HOAs specifically request that changes (e.g., new officers, new e-mail addresses, etc.) be made, as the Master Association cannot assume responsibility for doing this on its own.

Social Events--The "Movie in the Park" will be held on 08/17, as announced. Other, future activities are being pursued and will be announced as contracts are finalized.

Oktoberfest will be held on Saturday September 21 from 12-6 in the Safeway Parking Lot. Also held at dusk that evening will be a fireworks display at Elk Ridge Park.

New Business--Sept. 29, 7 a.m. to noon: A low-cost health screening and education program will be held at the First Annual Douglas County Rotary and Centura Family 9Health Health Fair. At Castle Rock Adventist Health Campus at 2350 Meadows Blvd., Castle Rock. For more information, go to www.9healthfairs.org/find and look for the fair listed at the Castle Rock Adventist Health Campus.

Unfinished Business--Development of the parcel (CPN Filing 29) at the corner of Monarch Blvd. and Castle Pines Parkway currently is in the discovery stage, with City Council meetings to continue and public hearings to be scheduled. This parcel is designated for commercial use, with the most recent discussion centering on the building of a high-density townhome complex on the site. The City Council evidently has the right to re-zone the property, but no action has been taken pending on-going discussions with the owner.

The Annual meeting is 11/4/2013 and an E-blast will be sent out.

Open Positions

Currently we do not have a replacement for Suki as the delegate to the Master Association. Nan mentioned that she can attend the meetings occasionally. Tom and Joanne offered to share a schedule and maybe some other board members can also attend if we cannot find a replacement.

There will be two positions open on the Hamlet Board. Howard Morrison, President and Colleen George, Treasurer will be leaving there positions. If there are no nominations in time for the annual meeting an outside management company might have to be considered, but this would cause a great increase in the homeowner monthly fees.

2. Financial Report – Charley Heard

- Review of Budget-
 - Water-There is a \$1,136.00 deficit for water expenditure. Peggy explained this is because the front entry sprinklers were incorrectly set for 6 days a week by a Keesan employee. Homeowner Dennis St. Hilaire asked why can't a Hamlet volunteer set the clock instead of paying Keesan. Peggy and Howard responded that this is why they were hired. A homeowner cannot be expected to monitor all the areas looking for proper sprinkler coverage and to see what areas need more or less watering. Howard did a study and found out that our actual usage is down from last year. However, the water rates per gallon have increased. Dennis said a notification was given as an insert in a bill early last spring. Peggy said maybe the expense would even out since we shut the water off last Thursday because of all the rain.
- Insurance- The State Farm insurance rate I up. Colleen volunteered to get quotes from other agencies to see if we can get a better rate.

- Update on Records & Document Retention by Colleen
Colleen did a review of other HOA Record and Document Retention policies and found the Daniel's Gate guide to be the best one. The board reviewed the outline Colleen provided and suggested some revisions. Owner complaint correspondence was taken off the document list and Enforcement letters should be retained until the issue is resolved +3 years. Colleen will make a final draft and Joanne will upload it to the CPN website.
 - Budget wish list for 2014 – Oct 28- Next meeting the board should review items that might included in the 2014 budget.
3. Design Review Committee – Peggy Capp
Only two items to report:
1 tree removal
Window replacement
Another item (roof replacement) is pending because the request needs to be signed.
4. Landscape Committee – Peggy/Wayne/Howard
- Sprinklers – water usage
Howard met with Keesan this week but it was too wet to review the sprinklers so they will follow up next spring. It was suggested that homeowner sprinklers should be shut off for a week because of all the water saturation from the storms.
 - Sprinkler Blow-out-October 4th and 5th or 11th or 12th
 - Tree Spraying-Howard asked Ross to get the Hamlet on their schedule with Dave.
 - Gatehouse- Peggy
There is \$300 in the budget for gatehouse improvements. The Board did not have any suggestions for improvements. Peggy proposed that the 3 men from Keesan who do our landscaping be given a bonus because they have been exceptional workers. The board agreed. Howard will check with Ventura at Keesan to make sure this is not against their company policy.
 - Snow Committee- The snow committee met with Keesan and signed a contract. The contract includes that homeowners are responsible for marking areas and they will put in the flags. Duane Baldwin is our new manager. He lives in the Meadows so he is familiar with the snow conditions in our area. The contract includes plowing when there are 2 inches on the roads and 4 inches on driveways. Snow melt is applied to the main road and maybe on the cul de sacs if needed. Sand buckets are also provided.
5. General Maintenance
- Road repairs update
Howard has bids from 2 companies however they have been not responding to his calls. Homeowner Verne Cain is meeting with a company Thursday and Tom is also meeting with a company on Thursday.
 - Light post outlets
Darren, our electrician, will be installing 10 outlets on the lamp posts. Three are already done and the others should be completed by Thanksgiving.
 - Light fixtures- Three to be repaired because of a cable cut
 - Drainage ditch to golf course pond

Homeowner Larry Ramona reported that the drainage ditch has eroded due to all the storms. It is located near #5.

6. Miscellaneous Items

- Annual BBQ on August 10-All agreed the food was fantastic and a good time was had by all.

7. Any Other Business

Next Mtg. Nov 11, 2013 @ No 24 Tom Markham's home