

**Hamlet Board of Directors Meeting**  
March 30, 2017 7:00 PM

Meeting held at #58; called to order at 7:05 PM by President Kent Davis

**Board Members Present:**

Kent Davis, President	Millard Foraker, Vice President
Gloria Stephens, Treasurer	Judy Lowen, Director
Matthew Crider, Secretary	Charley Heard, HOA Manager

**Residents Present:**

Keith Reichelderfer (#14)	Sheila Reichelderfer (#14)	Chuck Lowen (#15)
Peggy Capp (#18)	Christine Berens (#44)	Rod Ault (#44)
Teresa St. Hilaire (#46)	Dennis St. Hilaire (#46)	Carl Kaspar (#54)

**Old Business:**

- 1) Motion made by Kent Davis, seconded by Gloria Stephens to approve the November 14, 2016 Board of Directors meeting minutes.

**New Business:**

- 1) Assignment of Board Member Responsibilities.

Kent provided a brief description of the duties related to each position. Mutual agreement resulted in the following assignments:

- Kent Davis, President
- Millard Foraker, Vice President (Chair of Design Review Committee)
- Gloria Stephens, Treasurer
- Matthew Crider, Secretary
- Judy Lowen, Director (Special Projects and Chair of Social Events)

- 2) Driveway Replacements

Rod and Keith mentioned three contractors (Todd Tolberson, Kenny's Concrete and Riviera Flatwood) are bidding for replacing 12 resident driveways. Curb replacement needed in front of some driveways was a concern. City jurisdiction code states curbs are in 10 ft sections, which do not apply to Hamlet curbs; Rod was quoted \$65-75/ft for private curb replacement.

Gloria conveyed Hamlet curb conditions were surveyed in 2016. Peggy inquired about the grade of concrete, as some driveways needing replaced were flaking. Keith stated the concrete recommended to him was 4000psi with a fiberglass mix.

Kent recommended meeting at a later time regarding reimbursement for curbs. Matthew asked if anyone had been reimbursed in the past for curb replacement coinciding with a new driveway. Dennis confirmed he was reimbursed for curb expense and recommended continuity in curb styles. Kent requested curb styles and concrete specs to be a special project.

### 3) Financial Update - Charley

YTD receipts are \$754 better than budget, mainly due to investment income. The Castle Rock bank account decreased on March 28th due to an additional \$10K transferred to EverBank and \$20K to Bank of Internet. The Coldsnap Sprinklers Inc. contract was finalized, and came in close to budget. Water expenses are increasing 6.8%, which was budgeted. Light snow removal cost helped the budget; the season's remaining cost estimate was plugged into April.

Water meter 07462784 was removed from the 2017 Hamlet Water schedule, as it was removed in October 2016. This now saves at least \$61.80 per month in fixed meter charges. The Gore's (#11) kindly offered to water the area. Water usage fees increased, with the budget reflecting an estimated 4% increase.

Charley reviewed a description of Hamlet information flow; the documents detail how information transfers between Charley, the HOA website, realtors, title companies, home sellers/buyers, Hamlet Welcoming Committee, and the Hamlet Dropbox. Charley presented a sample template of a new homeowner letter.

Matthew asked what the description of The Hamlet was on the website, and if it portrayed our quiet, natural setting, adult community, etc. It was unknown what the website stated. Kent mentioned that may need to be reviewed.

Matthew asked who decides or authorizes bank transfers between the operating account and the investment accounts. Charley said he recommended a transfer (divided between each investment account) and Gloria agreed. The remaining balance in the Castle Rock Bank account is now appropriate for meeting operating needs.

Matthew asked about homeowner transfer fees in the budget, the current fee amount and for what the fee was used. Charley said the current transfer fee is \$300, which he sets based on the market rate. The budget line (4) is for administrative costs only, with the rest for Charley's services in a transfer including status letters, document fees, liens, etc. Charley noted the sale of #55 fell through, so his transfer work completed goes un-compensated. Millard mentioned a recent Denver Post article on HOA transfer fees.

### 4) Design Review Committee Update - Millard

- Willoughby's (#32) completed front landscaping work
- Josepher/Robbins (#57) approved for a radon vent from the garage exhausting to roof
- Kaspar (#54) unofficial request for a lamp post to be added on Toppler Ct.

Millard described the added lamp post was to be located on private property, using homeowners electrical, in the same style as existing, uniform distance from street, and with the approval of neighbors. It would be maintained by the homeowner. Matthew commented we moved here for relative darkness without light pollution, and based on past issues, the process of assuming a change is OK because neighbors approve is not a deciding factor since we are all neighbors and need to uphold covenants. Kent said open discussion with neighbors is a great start, but is not a deciding factor.

- Gloria added the Seamans (#10) had a design request regarding windows.

5) Landscape Committee Update - Carl

- Keesen will begin Spring clean-up in April
- Coldsnap will be turning on sprinklers May 5-6<sup>th</sup>
- Hamlet Community Spring clean-up is May 13<sup>th</sup>
- Keesen aeration date TBD; will apply Revive in June, estimate is pending

Carl instructed owners to rope off new areas of grass. He sprayed drainage and rock areas for weeds. Trash has been a recent problem, so please pick up trash if you see it. Peggy will provide notices prior to aeration. Keesen will have same mowing team as 2016.

Kent noted the Waste Management Contract expires it was November 2018, with prior notice, and is on the master calendar.

6) Gate Codes - Matthew

Matthew requested a gate code change, and asked if a process existed. The code has only been changed twice since 2005. Matthew mentioned too many residents give out the code to unknown visitors, and part of the gate code change should be a communication to all residents regarding their role in our community's security.

Kent asked for a draft letter to homeowners at the next meeting. Contacts on page one of The Hamlet phone directory will need to be notified. Matthew and Judy will develop a draft letter and coordinate the code change communication. Charley provided a letter sent in 2005 when a gate code change was made.

7) Social Committee

Gloria commented feedback from the change in venue to La Dolce Vita for the 2016 Holiday party was mostly positive: good food, service, and pricing, downside was a little crowded. Judy and Gloria will begin to plan for Sunday, December 3<sup>rd</sup>, and come up with a date for the Summer BBQ. Meeting attendees agreed last year's BBQ location was good (next to #1).

8) HOA Required Policies Update – Kent

The Hamlet preceded certain HOA requirements; previous boards found it best to adopt and follow 11-13 policies. All but two have been completed: a record retention policy and an alternative dispute resolution policy. Charley noted the records retention policy is completed and only needs to be formalized with a resolution date and approvals.

9) Trespassing - Matthew

It was noted unwanted solicitors have recently canvassed The Hamlet. Matthew will research as to appropriate signs needed in order for authorities to be notified and respond.

Next meeting: May 4, 2017 at 7:00 PM at #9. Meeting adjourned at 8:36 PM.

Respectfully submitted,

Matthew Crider, Secretary