

Hamlet Board of Directors Meeting
May 4, 2017 7:00 PM

Meeting held at #9; called to order at 7:01 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:

Wayne Gardner (#9)	Chuck Lowen (#15)	Steve Woolley (#21)
Christine Berens (#44)	Teresa St. Hilaire (#46)	Dennis St. Hilaire (#46)
Carl Kaspar (#54)	Robert Swedberg (#60)	

Old Business:

1) Approve Minutes

Motion made by Kent, seconded by Matthew, to approve the March 30, 2017 Board of Directors meeting minutes. Motion passed unanimously.

2) Gate Code Discussion, Approval, Effective Date - Matthew

Matthew expressed residents' concern the existing gate code has been in effect for many years and known by many non-residents. Any code change communication should include community safeguarding reminders. Kent mentioned 3 negative responses mainly due to hassle and not truly increasing security. Kent reminded the last gate code change was in 2012, after a house-sitting grandson's party was broken up by police and residents feared retaliation. Steve mentioned 3 break-ins in the area since the last code change, one being his garage.

Millard noted it was possible to have a second code programmed as a contractor code. He opined it was worth the effort to implement a two code system. Christine supported changing the code and adding a contractor code.

Chuck advised the board not to use the word "security" in any description or detail of The Hamlet due to legalities of what it entails and lawsuits encountered in other HOA's.

Motion made by Millard, seconded by Matthew, to have the existing gate code changed on June 1st, 2017 to 2 codes, a resident code and a contractor code. Motion passed unanimously.

Dennis questioned how often the contractor code would change. The board discussed and agreed to see how the conversion went; the contractor code would be changed more regularly than the resident code. Matthew will draft letter to residents; Board Members offered to assist in contacting need-to-know parties. (NOTE: Gate code date was later changed to July 1st.)

3) Lamp Post Request on Toppler Circle - Millard

Millard mentioned after the Design Review Committee declined the request, a resident commented they may renew the request in the fall. No action needed at this time, but welcomed discussion.

Matthew said since the last meeting he noticed most nights only one resident had on garage lights. When three residents had lights on it was well lit, eliminating the need for a street light.

Gloria said she liked it dark; Judy suggested motion sensors on garage lights to provide light only when needed. Kent agreed motion sensor lights are a better option than a street light. Wayne added DRC is OK with motion sensors being added to exterior fixtures.

Carl had no issue with the DRC decision and said the issue could be dropped.

Kent said adding a lamp post would set a precedent and then create an issue with HOA electrical connectivity for future lighting. Matthew noted existing regulations only mention 40W bulbs as the max for exterior illumination, but for LED bulbs lumens should be limited.

4) Hamlet Web Presence - Matthew

Matthew mentioned realtor's have misleading descriptions of The Hamlet on their websites (i.e. pool access) and would like to contact to correct. Matthew handed board members a draft description of The Hamlet to be used on websites or marketing materials.

5) No Trespassing Signs Discussion - Matthew

Matthew reported the Douglas County Sheriff said signs required to justify removal of unwanted visitors need to state: Private Property, No Soliciting, No Trespassing, Residents and Invited Guests Only; to be posted at each entry point. The Sheriff stated the best sign is a Neighborhood Watch sign and suggested organizing a watch.

Gloria mentioned sign designs were attractive. Judy wanted to convey our neighborhood was friendly. Steve noted issues with skateboarders and the legalities of trespassing when posted. Charley did not want our neighborhood to be over-signed.

Kent asked if there was a need or enough of a problem with trespassers to prompt posting signs. Millard requested to table the topic and record as a topic of discussion. Kent offered to send out an e-mail about immediately reporting suspicious activity.

6) Hamlet Record Retention Policy - Matthew

Kent located the approved Record Retention Policy approved 11/11/13. The only remaining policy is Alternative Dispute Resolution, and Kent will bring to the next meeting.

Matthew questioned Dropbox access by residents, or if access should be limited. He also asked if Dropbox was backed up as files could easily be deleted. Charley confirmed he tries to back-up Dropbox files every 30 days, and noted trash deletes in 30 days.

Charley advised we use the free Dropbox version; fee for business plus version is \$99/yr with extra space available for \$29/yr. He felt the public record need is met with the CPN HOA site, and access to Dropbox should be limited to board/committee members. He suggested a board member may need to save off a monthly copy in the future.

Kent requested Charley to present on Dropbox options at the next meeting.

New Business:

1) Financial Update - Charley

Snow expense was \$1,115 in April; the rest was moved to end of year. New amounts in 13H and 13J (Old Forge shrub trimming and Burggarten clean-up) making them over budget.

Chuck asked what happens to remaining funds in a year ending with income; Charley said it is put to reserve. Millard asked if Street Maintenance line included curb replacement; Charley confirmed. Kent said snow committee will walk neighborhood and note plow damage, but not a budget item since repairs are by covered.

Wayne noted Johnny would clear out sod under south entry trees in preparation for lighting, but needs funding. Charley said gate maintenance was completed and is estimating close to annual budget for line 12 to be used. Kent said it would be worth looking into a gate repair maintenance agreement.

Motion made by Kent, seconded by Millard, to approve transferring out of the snow removal budget \$800 for removing sod for lighting and \$420 to cover over-budget expenses of lines 13H and 13J for a total of \$1,220. Motion passed unanimously.

2) Design Review Committee Update - Millard

11 new applications: 1 new deck/pergola at (#48), 6 driveways/3 curbs, 1 roof, 2 land, and 1 window replacement

Matthew asked about curb styles and concrete specs. Millard said it should be consistent with existing curbs, reporting #2 and #14 will have curb replacement. Wayne located the curb bid for #11 as \$1,235, and noted the 30 ft section on Roder Gate would be done at a separate time to allow access. Millard calculated by length of replacement, bid for #11 seemed appropriate.

Motion made by Kent, seconded by Millard, to approve DRC recommendation of accepting bid of \$1,235 to replace curb at #11. Motion passed unanimously.

3) Landscape Committee Update - Carl

- Coldsnap will be turning on sprinklers May 5-6th
- Aeration will be the week after on 10-11th
- Fertilization the week after aeration, however ½ the lawns were already completed in error.
- Hamlet Community Spring clean-up is May 13th; door prize new this year

Keesen is still finishing Spring clean-up after issues with Bill's crew. Carl and Peggy met with Shane in Keesen Management who will help the crew follow the contract and schedule.

Carl advised owners to remove low branches and place guards or spray at tree bases to prevent "girdle" from weed-eater/mower damage. An email will go out to residents with noted dates.

4) Social Committee - Judy

- Spring clean-up is May 13th
 - Will provide water, coffee, mini muffins and trash can
- Summer BBQ is August 26th
 - Request for tables to go out as date gets closer
 - Location will be next to #1
 - Will change the time to 4pm this year for cooler weather
- Holiday Party is December 3rd
 - Location to be Pino's (La Dolce Vita) in Castle Pines

5) Other Issues

- Robert requested an updated Hamlet directory. Charley mentioned with new residents it has been updated but not distributed. Kent will distribute new directory to residents.
- Carl expressed concern over sprinkler activation at vacant homes, neighbors should offer to assist.

Next meeting: July 13, 2017 at 7:00 PM at #3. Meeting adjourned at 9:03 PM.

Respectfully submitted,

Matthew Crider, Secretary