

**Hamlet Board of Directors Meeting**  
July 13, 2017 7:00 PM

Meeting held at #3; called to order at 7:04 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 Business Manager

**Residents Present:**

Judy Foraker (#3)	Elizabeth Nagues (#5)	Wayne Gardner (#9)
Peggy Capp (#18)	Gail Cox (#26)	Mary Firth (#27)
Howard Morrison (#30)	Teresa St. Hilaire (#46)	Dennis St. Hilaire (#46)
Ron Neel (#48)	Carl Kaspar (#54)	Robert Swedberg (#60)

**Old Business:**

1) Approve Minutes

Motion made by Kent, seconded by Millard, to approve the May 4, 2017 Board of Directors meeting minutes. Motion passed unanimously.

2) Dropbox Policy Options – Charley

In response to previous inquiries regarding file backup, Charley presented a summary of add-on options available with Dropbox:

- Dropbox Basic – Free 2 GB (Hamlet currently uses 300 MB)
- Dropbox Plus - \$99/yr or \$138 with 1 year storage for back-up
- Dropbox Business - \$150/yr

After discussion on storage and backup processes, it was recommended to continue using the free version as well as Charley to continue performing a complete back-up every 29 days, retaining current plus two previous versions.

It was recommended by Charley only board members, committee chairpersons and active volunteers have access. Kent asked if read only privileges could be granted. Charley informed all access is granted with one password allowed. Charley offered to maintain the Dropbox file structure, train new users and serve as “help-desk” for user issues.

Kent made a motion to follow the recommendations: continue using Dropbox Basic, limit access to current board members and active committee members, and to have Charley and Board Secretary coordinate to maintain the system. Matthew seconded, motion passed unanimously.

3) Gate Code Change Wrap-up – Matthew

Matthew asked if anyone heard of issues related to the gate code change. Kent mentioned one UPS driver was unable to access, but was quickly resolved. Lawrence Kitchen forwarded information to the board prior codes need to be also inactivated in the process or they will still grant access.

Matthew requested editing section 3.13 of the Rules and Regs to delete the sentence stating “*If individuals abuse the privilege the Board may change the code and withhold the new code from those who abuse the privilege.*” This request was due to the ineffectiveness of keeping a new code from a resident, as a resident may simply receive the new code from a friendly neighbor. Kent suggested tabling this change to 2018, and edit with other possible housekeeping items.

Matthew offered to document the process for administrating a gate code change, including noting which agencies have the resident code, to assist future boards relieve concern regarding the scale of the process.

#### 4) Hamlet Web Presence - Matthew

Matthew mentioned realtors have had misleading descriptions of The Hamlet on their websites (i.e. pool access) which prompted a proposed statement describing The Hamlet to be used on CPNMD website and public communications as needed. (This statement was presented at the last meeting.) Gloria distributed to the board and residents a version she edited.

Peggy questioned the terminology of stating “HOA Manager,” stating it implicates the wrong message in addition to the role is not volunteer. Charley said he had a CAM (Community Association Manager) License, and acts as the administrative/financial manager vs. the physical management. It was agreed to refer to Charley’s position as “HOA Business Manager.”

Due to the last minute draft submission from Gloria and resident feedback, Matthew and Gloria both stated they will work together before the next meeting on a mutually revised statement and send to the board for final approval.

### **New Business:**

#### 1) Financial Update - Charley

- Up-lighting tree project (line 13G) is now \$520.90 favorable due to the transfer of \$800 from the snow budget.
- A resident on Roder Gate Lane may be replacing their driveway, and curb may need to be replaced.

Kent asked when curb repair expenses were paid from capital (line 25) vs. street maintenance (line 11). Charley explained it depended on how much line 11 falls short that year, and curb expenses would be paid out of the budget on line 11, with additional funding as needed from line 25. Charley pointed out approximately \$30K goes into reserve each year to cover those shortfalls. Millard expressed there seemed to be a lot of funds going to reserve. Charley referenced the reserve study and how large expenses need to be planned and funded in advance.

#### 2) Design Review Committee Update - Millard

- 12 new applications approved: 3 driveways, 8 landscaping and 1 exterior painting.

Kent mentioned dead trees needing to be removed and replaced at #35 (Bill Vollmer), and #36 had commented it will also need painting. It was discussed Bill’s brother Don Vollmer has shown interest in sprucing up the residence. Matthew recommended the DRC send a letter outlining the required upkeep to have on record prior to a potential sale.

Matthew suggested when the DRC receives applications for exterior house painting, homeowners should be reminded upon approval to paint their chimney cap, as some are rusting or peeling. After discussion from the board and residents voicing concerns regarding safety, birds and aesthetics, Millard granted it would not be imposing to remind homeowners on their approved applications for house painting.

### 3) Landscape Committee Update - Carl

Work quality has improved with Keesen, however Jonah the crew leader recently quit. Therefore, the next mowing will be on Thursday 7/20, and then return to Fridays. Peggy asked if Jonah's replacement was English-speaking; Carl confirmed.

TruGreen will apply a dry Revive product on July 20<sup>th</sup>. Kent asked if it could be rescheduled to a non-mowing day.

Carl informed sprinklers are getting hit by mowers, which Keesen will repair, but recommended homeowners replace old sprinkler heads, especially if they do not recede into the ground after use.

Peggy informed due to the dry weather, the common areas are not being mowed as often. Kent acknowledged all the time and effort Peggy and Carl volunteer to work with Keesen to follow their contract. Peggy reminded the board the Keesen contract is coming up for renewal and how difficult it is to find new contractors - so they are happy to be getting cooperation from Keesen management on issues.

Judy asked if street sweeping was part of landscaping upkeep. Peggy said the last time street sweeping occurred was several years ago when sand was used during snow removal. Due to the accumulating debris, sand is no longer used. Millard confirmed.

Howard raised a concern over the timing of homeowners mowing grass.

Peggy informed the board a contractor from #19 spilled paint on Klingen Gate Ct.

### 4) Social Committee - Judy

- Summer Picnic is August 26<sup>th</sup> at 4pm
  - Catered by Dickey's BBQ, will have one server
  - \$8.95/person or @ \$484
  - Location will be next to #1
  - Request for tables to go out as date gets closer
  - Bring your own chair
  - Notice to be placed in gate house

Gloria asked about drinks being provided, as some individuals provided wine last year. Kent will send out a notice for the picnic and suggest attendees bring beverages if they want an alternative to water. Kent noted he had the HOA tent and that another canopy may be useful. As the date gets closer, Kent wanted to call residents who did not RSVP. Carl will bring trash cans.

- Holiday Party is December 3<sup>rd</sup>
  - Location to be Pino's (La Dolce Vita) in Castle Pines
  - Glass of champagne included
  - Will have larger area than 2016

5) Adoption of Alternative Dispute Resolution Policy – Kent

Kent provided background each HOA needs to have in place 10 policies recommended by law. The Alternative Dispute Resolution is the last policy for The Hamlet to approve.

Kent's draft covered the informal steps taken in resolving a dispute with the HOA in leading up to arbitration as mentioned in Article 7.7 of the By-Laws. Matthew suggested adding the actual 7.7 statement in the document rather than only referencing, and to add any other mention of arbitration, including Section 8.5 of the Covenants.

Kent led discussion regarding how arbitration costs may be paid, whether split or paid by losing party. Charley advised in saying Glen Oaks HOA's arbitration costs are left to the parties to decide. Millard favored the cost being covered by the loser, as a party would need a strong case to win and not pay. Howard commented a third step could be to take to the CPNMD Board for a hearing. Kent will research these items and report next meeting.

6) Discussion of 40 Watt Exterior Light Fixture Rule – Matthew

Matthew noted existing regulations only mention 40W bulbs as the max for exterior illumination, but for LED bulbs lumens should be limited. To keep The Hamlet Rules and Regulations current, he requested a change to add "*or 450 lumens.*" to Section 3.12. With no discussion, Kent advised that change be made in 2018 with any other updates.

7) Other Business

- Bob Swedberg inquired about the reserve study and if any street improvements were scheduled. Kent answered street repairs are completed on an as needed basis. Howard said sealing of cracks was preventative maintenance and should be done every 3 years; last completed in 2016.
- Matthew asked if anyone heard about the cause of the water main break on Burggarten in front of #7. No information was available as repairs were completed by CPNMD.
- Kent welcomed new homeowner Elizabeth Nagues (#5) to the meeting.

Next meeting: September 14, 2017 at 7:00 PM at #22. Meeting adjourned at 9:04 PM.

Respectfully submitted,

Matthew Crider, Secretary