

HAMLET HOA ANNUAL MEMBERSHIP MEETING

February 15, 2016

Castle Pines Community Center, 7404 Yorkshire Drive, Castle Pines, CO

Called to order @7:02 PM @ by President Howard Morrison.

Quorum was verified with 20 homes in attendance and 8-Proxies entered.

INTRODUCTION OF BOARD MEMBERS

Howard introduced each Board Member along with their responsibilities:

- a. Howard Morrison – President
- b. Ron Neal - VP & chairperson for Design Review Committee
- c. Ron Fisk – Secretary
- d. Debbie Portwood – Director
- e. Lawrence Kitchen – Treasurer (Absent)
- f. Charley Heard – Financial Manager

NEW NEIGHBORS

New neighbors to the Hamlet during 2015 were announced, but none were in attendance at the meeting to introduce themselves:

- No. 14 Keith & Sheila Reichelderfer,
- No. 25 Laura Cordier,
- No. 26 Dave & Gail Cox,
- No. 38 Dean & Janice Northey,
- No. 40 David & Kristine Craigo,
- No. 42 Dan & Jennifer Whelan,
- No. 51 Lynette Chase.

Ann Fisk was thanked for connecting with all the 7-new neighbors with Hamlet Welcome Packets. Ann also arranged welcoming parties with the Swifts and Susan Joseph hosting these same new neighbors with their adjoining neighbors in 2015.

APPROVAL OF MINUTES

The Annual Meeting minutes for February 16, 2015 were sent to all homeowners; Howard asked if anyone had any corrections or additions to those minutes. Hearing none it was announced that the 2015 Annual Minutes were approved.

MASTER ASSOCIATION REPORT

Howard Morrison reported for Steve Woolley on the following:

- Master Association Meetings held on 3rd Thursday of each month
- Book Swap Sunday April 24th
- City wide Castle Pines Garage Sale-May 20 & 21

FINANCIAL REPORT

Charley Heard gave a detailed report on the budget and expenses for 2015 and the approved budget for 2016 as follows:

Budget/Expenses for 2015

Revenues

Highlights included the increase from \$150.00 per month to \$160.00 for 2015; increased revenue with 8-homes being sold in 2015; and a small increase in interest income with the Bank.

Expenses

It was noted the large overage of \$11,255 for the Snow Removal expenses was totally unexpected and total snow removal cost was the highest incurred in over 10-years.

Lawrence Kitchen obtained proposals during the summer for road repairs. Based on recommendation from the road contractors, it was decided to seal road cracks and curb joints only. Sealing of these areas and other repairs were made for \$5,107 in August 2015 to reduce water and freezing damages.

Budget for 2016

The Board decided to raise the dues this coming year to \$170.00 per month for the 61 homes in the Hamlet, this increase will help the Reserve Fund.

In preparing the budget for 2016, the 2015 budgets were increased by 2-1/2%.

The Working Fund balances was noted at \$29,280 to build on for 2016, 2017 & 2018 to meet the target of \$50,000 to complete proposed street coating in 2018.

Reserve Funding

Questions were addressed by the Board on Reserve Fund future costs. Issues included:

Based on recommendations from asphalt contractors the road surface condition was still in good condition. Therefore, the Board decided to delay applying a top coat on the streets until at least 2018. Road conditions would be monitored each year and any surface cracks would be sealed.

Major reserve fund work include: Front gate replacement estimated at \$50,000 in 2025; Replacement wiring for the street lighting estimated at \$50,000 in 2030; Road asphalt replacement projected to be \$400,000 in 2030.

COMMITTEE REPORTS

- 1. Design Review Committee:** Ron Neel, Millard Foraker, Wayne Gardner & Tom Markham.

Ron presented that during 2015 the Committee received 18-DRC requests which

included: 8-Painting, 4-Windows, 3-Landscaping, 2-Deck replacements, and 1-New roof.

Ron reminded homeowners to ensure that forms are submitted before work on homes commences. On several occasions a painting contractor asked for the paint samples without a resident submitting the DRC form.

2. Snow Committee - Kent Davis, Norbert Cygan, Millard Foraker, and Larry Ramona

Kent reviewed the decision to plow streets and driveways @ 4" and explained what the committee and snow removal contractor "can do and can't do".

In addition, during a storm if homeowners had emergency appointments, airport trips, or medical appointments, etc., please call a member of the snow committee for help getting snow plowed.

3. Landscape Committee - Peggy Capp, Carl Kasper, Sarah Brokke, and Wayne Gardner

Peggy thanked everyone for the great clearing/trimming of dead limbs, trees and shrubs in conjunction of the same for the HAMLET common areas. Fire Mitigation will be helped dramatically. 18-Trees were removed and the hope that we will continue to clear each year to keep up with the growth of our mature plantings.

Earlier this year, Peggy & Carl meet with the V.P of Keesen to review the Landscape contract for 2016. An emphasis was made that the Hamlet required the following:

- assure that an English speaking member will be on our crews,
- riding mowers will not be used on our homeowner lawns,
- a new map with guidelines was submitted to Keesen to move forward in this 4th year of experience in the Hamlet with their crews.

Based on the favorable meeting with Keesen, the landscape contract was extended for 2016 & 2017.

During 2016 Carl Kasper will lead the effort with the Keesen mowing services and valuable advice from his background as a Horticulturist.

A question from the floor was asked of the landscape committee if we intended to address the vole activity in grass areas. Common areas showed vole activity during this snow covered season. Carl responded that proper treatment would be placed in the vole activity areas which should stop the voles. Voles appear to nest in juniper bush areas and removal of the junipers would help with the problem.

Tree spraying was included in the budget for 2016. Before application, CP Parks Dept., CSU Ext. & the State Forestry department would be contacted to see if Douglas County & City of Castle Pines was encountering pine tree problems.

Peggy stated that currently there were no signs in the Hamlet showing evidence of pine and IPS beetle activity. During drought years there is more stress on trees to weaken resistance to new insects.

Current information is being gathered to perhaps not spray every year and find what is the best schedule consulting the above.

Deep Root watering is again a drought precaution and needs to be assessed each year.

Cleanup of needles and winter debris will be carried out by Keesen during the first two weeks of April.

Revive treatment will be applied to lawns during July.

Hamlet Spring cleanup is planned for May 15th, after the Sprinkler Turn-on.

The 2016 sprinkler contract for activation, blow out and any repairs was renewed with ColdSnap. Peggy Capp will work will lead the effort for sprinkler systems. Dates for sprinkler turn on will be announced later.

4. Maintenance – Roads, Street Lights and Gates - Ron Fisk

Road repairs included sealing of road cracks and curb joints, a dip in the asphalt adjacent to a manhole cover in Burggarten was repaired.

Many breaks in the cable connecting the four Lamp Post lights near the gate entrance, multiple Electrician visits and cable locator scans to try to repair & assess the total damage for a total of \$2,500.

Old cable was laid 4-6" from the curb and only 3-4" deep for edging and aerating to punch through the laid cable. It was decided to trench 12" deep per GFI specs for laying new cable between the posts on the entry gate side.

Repair the four Lamp post lights circuit between Rodergate, Klingengate Court, Klingengate Lane, and down to Tauber Drive was started. Water logged electrical junction boxes was found to be shorting the circuit. Lights were repaired at Rodergate and Klingengate Court and are now working. A break in the cable at the Klingengate Lane lamp post remains. Due to the winter weather the work was not completed. The electrical contractor will be contacted in Spring to complete the work.

Bob Cheek was thanked for his gate opening tasks, homeowners were reminded to contact Bob if they have a Hamlet function and need the gate opened. Do not leave the gate code pasted to the key-pad.

Don Frank was thanked for his valuable and knowledgeable help on the gates. Don personally made many repairs and also directed the gate contractor for major outage repairs. Don indicated that he has retired from his gate duties and a replacement homeowner is required to manage repairs.

THE HAMLET YEAR IN REVIEW

Howard Morrison presented the following events which occurred in the Hamlet during 2015:

- A big thank you was given for the many volunteers for the Spring Clean, which was well organized by Peggy Capp and the Landscape committee.
- Another successful and well attended BBQ with great weather in August,
- Holiday Party at the Ridge which was low attendance this year was well organized by Debbie Portwood,
- Road Repairs accomplished by the excellent follow-through of Lawrence Kitchen,
- Street lights working through Ron Fisk's efforts,
- Holiday Cookies at the Gatehouse was well organized by Susan Joseph and Kathryn Markham; we were welcomed this season with great double amount of cookies for the Holiday season.
- Holiday lights installed by Kent & Gerri Davis made the Hamlet look very festive. Also, Gerri did an excellent job in getting the lights installed on the front pine tree; best for many years. Gerri also arranged for new lights around the gate house roof.

NEW BUSINESS

Election of New Board Members:

- Board Members retiring in Feb 2016:
Lawrence Kitchen and Howard Morrison
- Election of New Board Members – volunteers include:
Gloria Stephens who lives in #9
Kent Davis who lives in #58
No other nominations from the floor.

A motion was made by Robert Swedberg and 2nd by Cassandra Robbins to accept the two nominees for the 2016 and 2017 terms; the motion was accepted to elect Gloria and Kent to the Board of Directors.

ANY OTHER BUSINESS

Open to the floor for comments:

The deer statues were favorable, it was commented that the area appears to attract a number of real deer.

Entrance tree accent lighting was mentioned with some questions.

Carl Kasper was thanked for placing the American Flag by the entrance.

ADJOURNMENT

The Annual Meeting was adjourned at 7:59 PM,

Next regular meeting of the Board of Directors will be 3/28/16. Place & Time TBD.

Respectively submitted by
Ron Fisk, Secretary