

Hamlet HOA Board of Directors Meeting

March 21, 2019

Meeting at #3 Tauber Ct; called to order at 7:00PM by Millard Foraker - President

1. Board Members Present

Millard Foraker - President
Art Pincomb - Secretary
Mike Drake – Vice President
Christine Berens - Treasurer
Keith Reichelderfer – Director (Chair of Design Review Committee)
Charley Heard – Business Manager

2. Residents Present:

Wayne Gardner #9	Teresa St. Hilaire #46	Carl Kaspar #54
Bob Swedberg #60	Steve Woolley #21	Peggy Capp #18
Sheila Reichelderfer #14	Judy Foraker #3	

3. Business Approved Since February 18, 2019 Annual Membership Meeting: None

4. Old Business: None

5. New Business:

- a) Steve Wooley – Master Delegate to CPN Master Association
CPN Master Association may disband depending on Home Rule vote May 14, 2019
No Mission Statement after 2 years, No action plan or objectives, Unnecessary if Home Rule passes
- b) Hamlet Calendar – Art Pincomb
In Process – Updated Monthly and posted in Gatehouse
- c) Responsibility List – Millard Foraker
List Posted at Gatehouse and will be added to the Website as Contact List
2019 Social Committee Elaine Hoffman #31 and Karla Willoughby #32
- d) Landscape Committee Report - Carl Kaspar, Peggy Capp, Wayne Gardner, Bob Swedberg
 - Keesen Neighborhood Spring Clean-up April First Week
 - Coldsnap will turn on sprinklers May 3-4
 - Hamlet Community Annual Spring clean-up is May 11, includes installing additional Uplights
 - Keesen will fertilize and aerate grass in mid-May
 - Keesen Contract renewed
- e) Financial Update – Charley Heard
Update March Actuals vs Budgeted – Revenue worse through March (\$490) from loss of projected interest income from Working Fund and lower Interest Rate income Line 25 – TIAA and Line 26 – AXOS Bank Balances
Expenses worse through March (\$625) due to either underbudget or overspend 13B – Trim Pine Trees & Dogwoods – Charley will investigate and get back to Millard.

f) Dropbox/Website Review – Charley Heard

Dropbox is a large online filing system – Hamlet Board and Select Committee members use Hamlet Dropbox as working files – All users with access to Hamlet Dropbox can change, add or delete Charley recommends 1) Continue free version, 2) Backup every 29 days, 3) access available only to Board, DRC Chairperson, Snow Committee Chairperson & Landscape Committee Members, and 4) Charley maintains and trains new users. Charley clarified that anyone who has access to the Dropbox does have the capability to make changes

A motion was made by Mike to accept Charley’s 4 Recommendations for use of Dropbox for the Hamlet, seconded by Christine. Motion passed unanimously.

Website – 1) Free, 2) is a Hamlet marketing tool for real estate agents/others; a repository for documents needed by title companies at closings of home sales; contains Governance Documents, 3) open to Hamlet Residents and General Public, and 4) Changes by Hamlet Secretary (Meeting Minutes), Financial Reports (Treasurer & Business Manager), Folder Management and Training (Business Manager).

A motion was made by Mike to accept Charley’s Recommendation for continued use of current version of Hamlet Website <http://cpnhoa.org/neighborhood-hoa/hamlet-hoa/>, seconded by Christine. Motion passed unanimously.

Discussion about Hamlet Directory – Compliance with Colorado Statutes – Only Member approved telephone number and email addresses can be listed in Hamlet Directory. Re-send form requesting permission to publish telephone number and email addresses to 37 residences who did not respond. 24 residences did respond to initial request. Charley will provide Millard a copy of the original form sent for Millard to include in letter to Association.

g) Short Term Rentals (STR) Leasing Permit – Covenant Compliance

Millard reviewed Article 5 of the Declaration of Covenants, including Section 5.4 (c) Leasing Permits and (d) Hardship Leasing Permits. Charley provided Hamlet – Application for Leasing Permit. The following modifications to Application are recommended by Board, to be reviewed at next meeting:

Title - Application for a Leasing/Hardship Leasing Permit – combine into one form

1. Ok
2. Ok
3. What is minimum time one can lease their home? Millard will clarify 6 month vs. One year requirement with Altitude Law (see 5.4(e)(ii) “...term of not less than one year” - Board.
4. Name of person(s) and contact information who will be leasing your home.
5. Ok
6. Ok
7. Eliminate “reasonable fashion”

Lessor agrees to abide by and be governed by specific sections of the Declaration of Covenants (Charley to work on, and send Millard final version for approval).

h) Reserve Study – Mike Drake

Review and Revise Reserve Study in conjunction with Budget. Art Pincomb will assist. Update Board at next meeting.

i) Design Review Committee – Keith Reichelderfer (Chairman), Millard Foraker, Wayne Gardner

All 3 DRC members will begin receiving DRC Applications – Each DRC member will notify the other DRC Committee members of applications they have approved

Role of DRC is to guide homeowners with all exterior home improvement and landscaping projects, while ensuring compliance that apply to the Hamlet community.

DRC Process and Application Modifications – More homeowner specificity on application required, primarily due to previous homeowner deviation from approved Design Review Application Form.

Steps for revision:

- 1) Immediately email homeowners with list of popular exterior home improvement and landscaping projects (“helpful project list”) requiring DRC approval, prior to any action taken.
- 2) Revise DRC Application for Board Approval by next meeting.
- 3) Post new DRC Application, after Board approval and “helpful project list” in the Gatehouse and website.

j) Master Association Garage Sale – May 17 & 18, 9:00am – 2:00pm

Designate parking area at Tauber Court common area for table displays of garage sale items.
Residents may still choose to display from their garages

A motion was made by Millard to allow Common Area for Garage Sale table displays, seconded by A. Pincomb. Motion passed unanimously.

k) Motion to Adjourn made by Mike, seconded by Keith. Motion passed unanimously

Next meeting: Wednesday May 1 at 7:00pm #14. Meeting adjourned at 9:50pm

Respectfully submitted,

Art Pincomb, Secretary

