

Hamlet Board of Directors Meeting
November 8, 2023, 6:00 P.M.
Zoom Meeting

I. Hamlet HOA Zoom Board Meeting called to order at 6:00 PM by Art Pincomb, Pres.

II. **Board Members Present**

Art Pincomb-President - 1 year term

Bruce Kramlich-Vice President - 1 year term

Louis Moore-Director - 2 year term

Medina Jarman -Treasurer – 2 year term

Manny Fernandez-Quevedo – Replaces John Forsythe’s 1-year term

Residents Present

Charley Heard – Business Manager

Shirley Magner

Christine Berens – Secretary

Bob Swedberg

Millard Foraker

Peggy Capp

Bob Jarman

Jim DeProsse

III. **Old Business**

- a) July 5, 2023, meeting minutes were approved on September 25, 2023
- b) Street Lights @ Burggarten/Tilly/Herrn/Marcus & @ Burggarten/Roder Gate Ln., Klingen Gate Ln, Klingen Gate Ct, Tauber Dr – Waiting to hear back from John at Sturgeon Electric. Trenching may occur on Burggarten near #17 & #25 to resolve the issue. Retrenching may also occur at the corner of Burggarten & Herrn.
- c) Higher Lumin Lights installed.
- d) Road paving contractor selection – Toppler Dr, Ct and Klingen Gate Ct Roll Test
 - i. DGO Access, LLC Bid for Coil, Limbs, Roll Testing – to be completed before paving project can be completed. May increase cost of the project depending on the results.
 - ii. Postponed until Spring
 - iii. Roof schedules next Spring – How Many and when to be coordinated with paving project timing.
 - iv. Tree cutting homeowner notification. 12 feet of vertical clearance is required for paving project.

IV. **New Business**

- a) Gatehouse Condition – Threshold sweeps for gatehouse doors to be replaced by Landscape Committee.
- b) Committee Volunteers are needed – Landscape, DRC, Social, Reserve, Gate, Snow
- c) Annual Meeting Location/Date – Wed Jan 24, 2024 – 6-8:30PM+ – CPMD Building on Yorkshire. The cost of renting the facility is \$125 and payable to the City of Castle Pines.
- d) Proxy Votes Forms – Charley H. will prepare/distribute before Annual Meeting
- e) Insurance Policy – Medina J. - The HOA’s general liability insurance will cover injuries sustained by Hamlet residents while voluntarily performing labor within common areas of the community. Conversely, contractors performing work in The Hamlet are not covered and must provide a Certificate of Insurance and make any applicable insurance claims against their own policy.

V. Committee Reports

- 1) **Social Committee Report** – Shirley M. & Medina J., Cheryl H., Kathy L., Pam V.
 - a) Kathy L. and Cheryl H. will chair the social committee in 2024.
 - b) The deadline for the holiday party sign up is 11/16. Must have a minimum of 50 attendees for the event to occur. No refunds will be provided if you have to cancel after the sign-up date passes.

- 2) **Snow Committee** – Dave C., Kent D., Millard F.
 - a) Snow Action Plan – Developed for Klinging Gate & Burggarten trouble spots. Also determine proper mix of ice slicer/sand when applicable.
 - b) Contract 2023 – 2026 – +18% snowplow, + 25% skid steer – avg 21% increase

- 3) **Gate House Report** – Art P
 - a) Damage to Canopy and Gate multiple incidents – Louis M suggested lowering the “Clearance” sign and installing a new “All Trucks Enter To The Right” metal sign on the island to the right of the gate house. The cost of the sign is minimal. If this solution does not prevent future incidents, a license plate recognition system will be explored
 - b) Water under doors - Landscape Committee to repair door sweeps.

- 4) **Gate House Security** – Louis M. received estimates for 2 potential security systems.
 - a) DGO – Access, LLC
 - b) Flock Safety

- 5) **Streetlights** – Louis M.
 - a) **Solar Street Lights Option** – Louis M., Millard F.

Louis M. presented a couple of all-in-one solar light options as the result of the recent electrical issues. Solar lights could be mounted on existing posts.

 - a) Art P. made a motion to buy one solar light without the pole and Medina J. Seconded. The Board voted, and the motion passed. The new fixture will be placed in a location with good sunlight to determine its effectiveness. In the meantime, the existing lighting electrical issues will continue to be addressed/repared.

- 6) **Nominating Committee** – Art P., Louis M., Medina J. and Charley H.
 - a) New slate of officers nominated by Nominating Committee
 - i. Medina J. – 1-year term remaining approved in 1/2023
 - ii. Louis M. – 1-year term remaining approved in 1/2023
 - iii. Bruce K. – 2-year term expiring - 2-year term (continuing)
 - iv. Christine B. – 2-year term - new
 - v. Manny F. – 2-year term – new

 - a) Art P. made motion to elect Bruce K., Christing B., and Manny F. for 2-year terms beginning after Jan 24, 2024 Annual Meeting, Louis M. Seconded. The Board voted, and the motion passed. Write in nominees can present themselves at the Annual Meeting.
 - b) Medina J. recommended that board candidates prepare a bio paragraph.

7) Design Review Committee Report – Bruce K., Millard F.

- a) Paint Colors – A committee has been set up to look at updating home paint colors. They are working with a paint consultant to come up with new color schemes for Hamlet homes. There will be more to report at the annual meeting in January.
- b) Shingle Colors – Brown homes must continue to use the “Weatherwood” color, and gray homes may now choose a “Pewter” color as an option.

Below are the new DRC requests submitted since the September Board meeting.

5 New Roofs (1,5,18,30,34)

5 Paint Requests (1,6,7,18,21) Includes house, trim, and deck.

2 New Deck Requests (7,60)

Misc

#22 Chimney Cap replacement

#22 Tree Removal

#23 landscaping

#44 Sky light replacement

#56 Trim/flashing replacement and painting

#57 Window Replacement

8) Landscape Committee Report –Bob J., Terry H., Wayne G., Manny F., Peggy C., Bob S.

- a) Reflector tape on Gate – Landscape Committee will add new reflectors (replaces reflective tape) to the gates
- b) Electrical Outlet GFI – Sturgeon recommended adding to the light posts. Recommend work be completed by licensed electrician.
- c) Light Bulbs- bright
- d) The Forestry Commission will inspect both private yards and common areas in The Hamlet for potential pine beetle infestation.
- e) The fall clean-up was postponed for this week due to snow.
- e) Landscape Committee Budget – Art P. made motion to approve Landscape Committee Budget of \$13,835 for 2024, Manny F. seconded. The Board voted and approved the budget.

VI. Financial Report – Charley H.

- a) Total Receipts for the year (line 5), through October 2023, and the projected 2023 Full Year, are \$170,822.00. This is \$4,287.00. Better (Higher) than the Approved Annual Budget Receipts of \$166,535.00.
- b) Grand Total All Expenses for the year (line 31), through October 2023, and projected 2023 Full Year, are \$128,915.43. This is (\$2,893.43) Worse (Higher) than the Approved Annual Budget Expenses of \$126,022.00.
- c) The Receipts - Expenses for the year (line 32), through October 2023, and projected 2023 Full Year is \$41,906.57. This is \$1,393.57 Better (Higher) than the Approved Annual Budget Net of \$40,513.00.
- d) Total in all Banks through the end of October 2023 (Line 35) is \$382,068.29.
- e) The Hamlet Financial and the Hamlet 2024 Preliminary Budget Plus Three Years Reports are available on the Hamlet website at <https://hamletcastlepines.com>.

VII. Proposed 2024 Hamlet HOA Budget

- a) Charley H. presented the 2024 Budget document.
- b) Art P. made motion to approve rows 2 through 31 the Hamlet HOA Board Budget for 2024, and Bruce seconded. Board voted and approved the budget.
- c) The Budget becomes effective after vote of quorum of residents at the Annual Meeting.

VIII. Reserve Committee – Art P., Charley H., Bruce K., Millard F.

Due to new information that has arisen since Reserve Committee met on 10/27/2023 (Solar Option and cost to re-wire entire Hamlet, Cost of Roll Test and extra \$ if need to fix roads) – Reserve Committee will need to meet soon (before end of 2023) to re-evaluate these costs in order to re-set the Reserve Study and recommend monthly dues increase.

IX. Calendar Review - Art P.

X. Open Forum – Non-Agenda Items – N/A

XI. Motion to Adjourn. Bruce K. made motion to adjourn meeting. Medina J. seconded motion. The meeting was adjourned at 8:52 P.M.