

**MINUTES OF THE ANNUAL MEETING AND BUDGET RATIFICATION
MEETING
CASTLE POINTE PROPERTY OWNERS ASSOCIATION, INC.**

October 29, 2018

6:30 PM

The annual Meeting and Budget Ratification Meeting of the Castle Pointe Property Owners Association, Inc. was held on the evening of October 29, 2018 beginning at 6:30 p.m. at the Forest Park Clubhouse, 6975 Forest Ridge Circle, Castle Pines, CO. All homeowners had been notified of the time, date, and place of the Annual and Budget Ratification Meeting by mail at least 14 days in advance. Meeting location/time, agenda, and proxy were included in the mailing. The 2018 Budget was posted on the website for homeowner review. The notice of the meeting was also placed on the property at a conspicuous place.

REGISTRATION/CALL TO ORDER/CONFIRMATION OF A QUORUM

Homeowners attending the meeting were asked to sign in. The meeting was called to order by Kim Starr, President, at 6:32 p.m. Board members in attendance were as follows: Kim Starr, Ken Ryerson, Carla Almer, Janice Gonzales, and Lori Gross. Angela Kelly and Tanner Munson from Community Resource Services of Colorado LLC (the Castlepoint HOA management company) were also present. Zach Gardner of LandTech landscaping services was then introduced and he proceeded to open the floor for questions. Points of discussion were:

- Some homeowners reported LandTech resetting clock timers when homeowners had already done so – *some clocks were adjusted based on temperatures and times of year*
- Some homeowners complained about ruts in their lawns caused by heavy mowers
- Is dethatching necessary? *Thatch is creating wet, wet soil which doesn't allow the soil to dry. Vote taken for dethatching taken – failed 10-3*
- Tree-trimming? *LandTech is only insured for up to 12 feet. Our by-laws say that the individual homeowner is responsible for tree-trimming*
- What repairs are homeowners responsible for (irrigation)? *We have a matrix in our by-laws (also on our website) that specifically states what maintenance and repairs are the responsibility of the homeowner. We are a maintenance supported community not a maintenance free community.*

- Courteous and responsive employees

Ms. Kelly confirmed for the Association that a quorum of voting members to include proxies was present, with the total being 22 in person and by proxy. A quorum of 13 is required by the Bylaws of the Association.

APPROVAL OF THE MINUTES OF THE 2017 ANNUAL MEETING

The Minutes of last year's Annual and Budget Ratification Meeting held on November 2, 2017 was circulated. A motion for approval of the 2017 minutes was made by Mr. Ryerson and seconded by Stephanie Moen. A vote followed and the motion was approved unanimously.

RATIFICATION OF 2019 BUDGET

Mr. Ryerson presented the 2019 budget. It was noted that last year's budget was exceeded by \$8200.00. Mr. Ryerson explained that this was as a result of a transition to a new management company and discrepancies in the LandTech contract. It was also noted that the new snow removal contract would save the HOA approximately \$2000.00. Mr. Ryerson also noted that the HOA reserves were down to 3.5 months.

Discussion, questions, and suggestions regarding the budget are as follows:

- Isn't 3.5 months reserve enough? *Ms. Kelly informed the association that the industry standard is 5 months.*
- We could raise dues \$20.00 a month for a net of \$10,000.00
- What about a one-time assessment? *One-time assessments don't look good to potential homebuyers*
- What about just a \$10 a month increase? *This wouldn't cover the deficit*

After the discussion and Q & A, Ms. Kelly informed the members present that unless at this meeting the vote of sixty percent (60%) of the Membership rejects the Budget, the Budget is ratified, whether or not a quorum is present. (25 members need to vote to reject the budget). There were no issues with members present. A motion for approval was made by Drew Conneen and seconded by Doug Moen. Vote was unanimous with 1 abstention, therefore the 2019 Budget was ratified.

ELECTION OF DIRECTORS

Ms. Kelly reviewed the election process and it was noted that three Board positions were open for two-year terms. Ms. Janice Gonzales agreed to place her name on the ballot and serve another term. Ms. Kelly then asked for any nominations from the floor. Mr. Steve Baska, and Ms. Vicki Seitz agreed to have their names placed on the ballot. With there being no other nominations from the floor, nominations were closed. With only three members running and three positions open, a motion was made by Stephanie Moen to vote by acclamation. The motion was seconded and passed unanimously. Elected were Mr. Baska, Ms. Gonzales, and Ms. Seitz. They will each serve a two-year term until 2020.

UNFINISHED/NEW BUSINESS

The meeting was opened to discussion and/or questions concerning unfinished and new business. Some of the items discussed were:

- Lighting: "Light up the Neighborhood" was discussed along with the pros and cons of doing so
- Xeriscaping
- Golf balls and window breakage – are there restrictions?
- Airport transportation – there are neighbors that need help, others that are able to help
- Discussion re: LandTech and irrigation valves INSIDE our homes, valve replacement, and clock replacement. The possibility of a community discount will be investigated.

ADJOURNMENT

By a motion made by Carol Bell and seconded by Stephanie Moen, the meeting adjourned at 7:53 p.m.

Respectfully submitted,

Carla Almer

Secretary, Castle Pointe Property Owners Association, Inc.

