

**PLUM CREEK NORTH MASTER HOMEOWNERS  
ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES**

**September 23, 2015**

**Philip Miller Library  
100 South Wilcox  
Castle Rock, CO 80104**

*GSWC  
5:00 p.m.*

**I. CALL TO ORDER**

The September meeting of the Board of Directors for the Plum Creek North Master Homeowners Association, Inc. was held at 5:00 p.m. at the Philip Miller Library, in the GSWC Room, Castle Rock, CO 80104. The meeting was called to order at 5:00 p.m. by David Littler – President. Board Members present; David Littler, President, Monte Tucker, Vice President and Frank Gappa, Secretary/Treasurer. Representing management: Kim Maguire, CMCA with Premier Property Management, LLC.

**II. HOMEOWNERS FORUM**

No homeowners present.

**III. APPROVAL OF MINUTES**

Mr. Tucker motioned to approve the minutes dated July 22, 2015. Motion was seconded and passed unanimously.

**IV. FINANCIAL STATEMENTS**

Ms. Maguire presented the financial statements as of August 2015 financial statements. To include the bank statements, payables, monthly and year to date income statement, AR Aging Summary and bank reconciliations/summary details. Mr. Gappa motioned to accept the financial statements and payables as presented. Motion was seconded and passed unanimously.

AR Aging Summary Report: Mr. Tucker motioned to write off account at Diamond Head for \$180.00 as it probably will not be collectable. Motion was seconded and passed unanimously.

**V. OLD BUSINESS**

A. Enclosed was the recorded Water Tap Agreement between the Master and Sawgrass.

**VI. NEW BUSINESS**

A. 2016 Budget – The Board reviewed and accepted the Budget with the dues remaining at \$3.00 per unit per month. Ms. Maguire will present this to the Membership meeting which will be held on October 26, 2015 to be ratified.

B. Ms. Maguire presented the landscape contract for 2016. Mr. Gappa motioned to approve. Motion was seconded and passed unanimously. Ms. Maguire presented the snow removal contract for 2015/2016.

Mr. Gappa motioned to approve the contract. Motion was seconded and passed unanimously.

C. Ms. Maguire presented the Holiday light contract. Ms. Maguire noted that more LED will need to be purchased, which is budgeted for. Mr. Tucker motioned to approve the contract. Motion was seconded and passed unanimously.

D. Ms. Maguire presented the Management Contract for a one year term, to include the manager license number and transfer fee amount which is the same as last year. Mr. Gappa motioned to approve the contract. Motion was seconded and passed unanimously.

E. Mr. Tucker is up for re-election at the Annual Meeting and has decided to run again and have his name placed on the ballot for the election.

F. Ms. Maguire will pursue Sawgrass for reimbursement for July and August water bills. She will also work with them to get Auto Payment with the Town of Castle Rock, into Sawgrass name.

## VII. ADJOURNMENT

\*OCTOBER 26 – ANNUAL AND BUDGET RATIFICATION MEETING 6:30 P.M. – CASTLE ROCK EAST ROOM.

Mr. Gappa made a motion to adjourn the meeting at 6:01 p.m. Motion was seconded and passed unanimously.

Respectfully submitted,

*s/Kim Maguire*

Kim Maguire, CMCA®

Community Association Manager