



Castlepoint Homeowners Association Inc.
(A Colorado Non-Profit Corporation & Covenant Protected Community)

MEMORANDUM

To: All Castlepoint Homeowners, Inc.
From: Board of Directors
Date: August 17, 2010
Subject: Annual/Budget Meeting

The purpose of this memo is to serve notice to all Homeowners of the Annual/Budget Meeting of the Castlepoint Homeowners Association, Inc. as follows:

Date: Wednesday, September 15, 2010
Time: 7:00 pm (check in starts at 6:30 pm)
Place: Stetson Hills Police Station
4110 Tutt Blvd
Colorado Springs, CO

We are pleased to inform you that there are two (2) Castlepoint HOA Board positions available. Things to consider when deciding whether or not to run for the position are that Board members are fiduciaries, which means they have a duty of loyalty of care toward the Association. They must make decisions which, in their best judgment, are in the best interest of the community as a whole. It is important that individuals appointed to the Board be open-minded and have the best interest of the community in mind rather than a personally-driven agenda. Board members must also be available for Board meetings. The term of the elected Board member is three years.

It is important that every member of the Association attend this meeting. Items of vital interest to the community will be considered. If you cannot attend the meeting in person, please return the enclosed proxy form in order for your vote to be counted. DO NOT LOSE YOUR VOTE!!!!

Also enclosed for your information and review are:

1. Copy of the meeting's Agenda.
2. Candidate Bio form for the homeowners that are interested in running for a Board Position.
3. Copy of "General Proxy Form." If you are unable to attend the meeting you should complete the enclosed proxy form and return it to the Managing Agent. **This should be done at least five (5) days prior to the date of the meeting.**
4. 2009 Annual Meeting Minutes.

**CASTLEPOINT HOMEOWNERS ASSOCIATION
2010 ANNUAL MEETING
WEDNESDAY, SEPTEMBER 15, 2010**

AGENDA

REGISTRATION: 6:30PM TO 7PM
Stetson Hills Police Station

CALL TO ORDER: 7PM

PROOF OF NOTICE/PROPERTY MANAGER

WELCOME AND INTRODUCTION OF THE BOARD MEMBERS, OUR PROPERTY MANAGEMENT COMPANY, OUR ATTORNEY, ANNETTE RICHMOND AND OUR INSURANCE AGENT, ANDY HOLLOMAN

ANNUAL MEETING CONDUCT POLICY

OFFICER REPORTS

President - Community Update
Secretary - Approval of the 2009 Annual Meeting Minutes
Treasurer – Financial Report, 2011 Budget Presentation

NOMINATIONS OF DIRECTORS

Nominations from the floor
Candidate Speeches
Voting two director positions

RECESS – Approximately 20 MINUTES

MEETING BACK IN SESSION – VOTING RESULTS

QUESTIONS/ANSWERS/COMMENTS – 3 minute limit per homeowner

CLOSING REMARKS / ADJOURNMENT

Castlepoint Homeowners Association Inc
2009 Annual Meeting
Friday, September 18, 2009
Stetson Hills Police Station

Registration 6:30-7:00 PM

Call to Order 7:00 PM

Welcome and Introductions of the Board Members Present:

Mary Critchfield/President
Betty Pearce/Secretary
Marlene Kunkle/Member at Large

Welcome and Introduction of Property Manager

Jennifer Yoneoka
Announcement of Quorum met

Officer Reports:

Community Up-date/Mary Critchfield

Looking ahead with our new property manager/company.
Making small changes at this time and looking forward to making the big changes in regards to the retaining wall off of Castlepoint, the second level decks on Excalibur, Castlepoint and Barnes and the window wells along the park side of Castlepoint.

2008 Annual Meeting Minutes/Mary Critchfield

Call for discussion of the 2008 Annual Meeting Minutes.
No discussion from the members.

2008 Annual Meeting Minutes accepted as is.

2008 Annual Meeting Minutes mailed out in November 2008 per vote at 2008 annual Meeting.

Financial Report/2010 Budget Presentation/Mary Critchfield

Review of the overall financials as of August 31, 2009
Notification of \$10.00 increase in the monthly assessments.

*At this point the membership moved to specific questions on the budget and the current status of delinquencies what are our current policies on collecting assessments and how could we have this much owed.

General Concerns Shared by the Membership:

Snow removal for the up-coming snow season?
Are empty units being shoveled?
Fall leaf clean-up?
Clean-up of the shrubbery?
Smaller retaining wall to be repaired/replaced?
Web Site a hit/success
Why are the decks an association situation?

Open discussion on the proposed special assessment:

Proposed \$ 284.09 to be paid over a six month period, to be used for the rebuilding/repair of the retaining wall between Excalibur and Castlepoint.

Discussion on costs/bids, need for replacement/repair, other options to do in the meantime {shoring up-a short term fix}, how to vote on this line item

Nominations of Directors:

Bob Zimmerman

Connie Moreland

Roy Davis

information submitted to Jennifer Yoneoka for the web site

No other nominations from the floor.

The three nominees are nominated and have accepted.

Each elected Board member gave a small presentation/highlights:

Connie Moreland: to walk the property

Bob Zimmerman: sharing concern over the retaining wall

Roy Davis: accountability, responsibility and recovery

Used the ballot to vote on the Special Assessment: Yes or No

A 2/3 affirmative vote needed by the membership to pass the special assessment. Special Assessment not passed.

Meeting Dismissed 8:50 PM

Next Monthly Board Meeting for October 23, 2009

7 PM, here at the Stetson Hills Police Station

Connie Moreland, President

Marlene Kunkle, Treasurer

Board Member Candidate Bio

Name: _____

Address: _____

I am the best choice for the Castlepoint HOA Board member position because:

My qualifications are:

Respectfully submitted by: _____

(A homeowner may nominate themselves, but should have another homeowner in good-standing there to 2nd their nomination)

Castlepoint Homeowners Association Inc.
(A Colorado Non-Profit Corporation & Covenant Protected Community)

**CASTLEPOINT HOMEOWNERS ASSOCIATION INC
ANNUAL MEETING PROXY**

The undersigned hereby appoints and authorizes one of the following to represent me/us on the issues to be discussed and vote a ballot at the Annual Membership Meeting of the Castlepoint Homeowners Association, Inc. to be held on Wednesday, September 15, 2010 or in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be reconvened.

Select one as your proxy:

_____ A Director of the Board of the Association
_____ Owner of Unit (voting for your unit):

(THEIR NAME AND UNIT # / ADDRESS)

This proxy shall be valid for a period of 90 days after the date of the meeting for which it was given. All **mail-in** proxies must be submitted in such a manner as to insure their receipt no later than 24 hours prior to the Annual Meeting.

**Your Own Unit Number/Address: _____ OR CURRENT ADDRESS IF
NOT THE OCCUPANT OF THE TOWNHOME UNIT:**

Address: _____
City: _____ State: _____ Zip Code: _____

Unit Owner Signature: _____ Date: _____
Unit Owner Name Printed: _____ Date: _____
Unit Owner Signature: _____ Date: _____
Unit Owner Name Printed: _____

Mail Annual Meeting Proxy (via US Mail) to the following address:

**CASTLEPOINT HOA, INC
C/O DIVERSIFIED PROPERTY MANAGEMENT
PO BOX 62218
COLORADO SPRINGS, CO 80962-2218**