



SPECTRUM  
Association Management, LP

**Castlewood Homeowners' Association, Inc.**

**Board of Directors Meeting Minutes**

**Wednesday, April 19, 2017 at 7:00 pm**

**3420 Fairfield Lane**

1. **Call to Order:** Meeting was called to order at 7:01 pm by President Tony Leone
2. **Roll Call –** Quorum was established with all members present but Amber Coddington, Cris was running late and showed up while we were going over the financial report. Proof of Notice was emailed to all homeowners and posted on the website.
  - A. Introduction of Board Members & Community Manager
    - Present ✓ Not Present \_\_\_ Tony Leone, President      Present ✓ Not Present \_\_\_ Mike Murphy, Vice President
    - Present ✓ Not Present \_\_\_ Cris Manning, Secretary      Present \_\_\_ Not Present ✓ Amber Coddington, Treasurer
    - Present ✓ Not Present \_\_\_ Amy Alsaffar, Director      Present ✓ Not Present \_\_\_ Jared Lacy, Community Mgr.
3. **Approval of the March 2017 Meeting Minutes –** Mike read the minutes from March 2017, motion was made by Tony to approve the March 2017 minutes, seconded by Amy, and with all in favor, the motion was carried.
4. **Open Forum –** Jared asked that Amy ask [REDACTED] to log on and approve or deny ACC request. The board also discussed Roofing signs and if they should be allowed; Amy made a motion to allow the signs for an additional 30 days, seconded by Tony, and Mike opposed.
5. **President's Report –** Nothing to report.
6. **Financial Review/Treasurer's Report –** Tony presented the financial report for March 2017.
  - a. Operating – EOM for March \$162,347.08, Reserve - EOM March \$211,425.76
  - b. Operating – As of April 18 - \$156,465.22, Reserve – As of April 18 \$211,425.76
7. **Community Mgr. Report –** Jared gave a brief update on the INS claim for the HOA, budget fixes on Spectrum's end, and the new pool rule signs.
8. **New Business –** Jared explained that the HOA's cell phone bill was \$120 a month for the cell phone and Ipad data plan and that we could save between \$55 and \$60 a month by forwarding the phones to Jared's cell phone, canceling this plan, and having the HOA pay for the remainder of Jared's plan that Spectrum does not pay. A motion was made by Mike to cancel the Association's AT&T plan and pick up the remainder of Jared's plan, seconded by Amy, and with all in favor, the motion was passed. The HOA will keep the Ipad for future use.

Jared will be on vacation from April 21 through the 30 and will return on May 1. All rentals while he is out have been given a key.
9. **Old Business –** The resurfacing of the Basketball courts and Tennis courts will be tabled until we find out if it will be covered by the INS company for damage done by the storms on March 26. We only had one (1) bid in for the back patio, so this was tabled until we have all 3 bids in to vote on if the HOA will be moving forward. Moving forward, we will ask for bids with Synthetic wood like TREX for the back patio.



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10. **Executive Session Summary** – Jared went over the Aging report with the board, a motion was made by Cris that once a Homeowner makes their payment for the Assessment that the account be put on a Hard Hold, so they don't incur any more fees. Seconded by Amy. Tony was in favor of this motion, and Mike opposed this motion. With the majority of the board in favor, the motion was passed. Jared also gave an update on violations in the neighborhood and that yards seemed to be getting better and gave an update on the homes sold in March 2017.

11. **Adjournment:** The meeting was adjourned by Tony at 8:12 pm