



SPECTRUM
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, August 16, 2017 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order:** Meeting was called to order at 7:00 pm

2. **Roll Call** – Quorum was established with 4 board members present.
 - A. Proof of Notice was emailed to all Homeowners and posted on website.
 - B. Introduction of Board Members & Community Manager

Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/>	Tony Leone, President	Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/>	Mike Murphy, Vice President
Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/>	Cris Manning, Secretary	Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/>	Amber Coddington, Treasurer
Present <input type="checkbox"/> Not Present <input checked="" type="checkbox"/>	Amy Alsaffar, Director	Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/>	Sebastian Dodson, Community Mgr.

3. **Approval of the July 2017 Meeting Minutes** – Mike read the minutes from July 2017, A Motion was made by Mike to approve the minutes with modifications to who was present and add detail to some actions that are taken, seconded by Amber, with All in favor the motion was carried.

4. **Open Forum** –
 - a. Sebastian is to have the pool basketball hoop and net repaired up to \$500.00
 - b. Sebastian is to get more Clubhouse keys, and key fobs for rentals

5. **Presidents Report** – None

6. **Financial Review/Treasurer's Report** – Amber presented the financial report for July 2017.
 - a. Operating – EOM for June \$108,912.50, Reserve - EOM June \$205,277.07
 - b. Operating – As of August, 16th \$95,224.86, Reserve – As of August, 16th \$222,318.41

 - c. The Board would like the 2018 budget to reflect the correct expense allocation per month

7. **Community Mgr. Report** –
 - a. Insurance company sent Castlewood two checks for damage from storms earlier this year. For the roof and storage units around the clubhouse \$9,852.75, for the tennis and basketball courts \$7,188.59.
 - b. New chase lounge slings have been ordered and will be arriving this week.
 - i. Board would like to request a lighter color if available
 - c. Trees were trimmed and 65' French drain instillation is underway.
 - i. Have Metro install an emitter or install the tube into the curb
 - d. Troubleshooting ways to resolve path flooding behind Excalibur Dr.
 - e. Volleyball net installed.
 - f. Brick wall damage repaired free of charge.
 - g. Light by playground fixed, and schedule for lights sensor next to pool has been fixed.
 - h. Located newsletter company that the HOA used previously.



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- i. To save money the Board would like to do a color front and back and black and white throughout quarterly, and black and white when not quarterly. Get reduced prices.
- i. Created Castlewood on-site essentials guide.
- j. I have created a one-note document will all relevant information for Castlewood. This documents should make any transition between CM's easier, and provide the board with assurance that all current project updates are passed along. (Sebastian will provide a quick demonstration)

8. New Business –

- a. Does the board want to have the attorney draft new resolutions for signs in the HOA?
 - i. Ask Bert to draft new sign resolution parameters, present those parameters to the board, after approval send it to the attorney. See previous meeting minutes
- b. Clubhouse Deck Quote
 - i. Roberts Pools did not have quote ready
 - ii. Get bid by September 1st
- c. Clubhouse and Pavilion roof repairs.
 - i. Contact Holden roofing and R and R exteriors to (817-907-8838 Peter Matos)
- d. Basketball and Tennis court resurfacing.
 - i. Contact Master Surface for quote
- e. Reduced Spectrum Admin charge for August
 - i. Spectrum will not be charging the HOA for an on-site manager for the month of August
- f. Discuss advertisement rates
 - i. Post newsletter on website
 - ii. Modify advertisement spreadsheet. Example: Now it will be twelve out of twelve months
- g. Installing key pad on tennis courts
 - i. Homeowners mentioned instructors giving lessons to people that do not live in Castlewood.
 - ii. On-site manager must monitor this and address it when necessary
- h. Pool plaster patch uneven
 - i. Homeowners mentioned the patch at the far end of the pool is uneven.
 - ii. Find out how long the warranty is, look for corrective action

9. Executive Session

- a. Aging Report: Sebastian gave a brief report on the aging report and the actions that must be taken to pursue delinquent accounts
- b. Violation Report: Sebastian went over the violation report from the last site drive. He will draft new violation policies and see that they are enforceable by the next meeting.

10. Adjournment: Meeting was adjourned by _Tony_ at _8:25_ pm