



SPECTRUM
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, January 17, 2018 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 3 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 checked="" type="checkbox"/> Not Present <input type="checkbox"/>	Susan Aronow, Director	Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/>	Austin Sies, Community Mgr.

3. **Approval of the November 2017 Meeting Minutes** – Amber read the minutes from November 2017, A Motion was made by Tony to approve the minute, seconded by Susan, with all in favor the motion was carried.

4. **Open Forum** –
 - a. *The Social Committee Chairman, Kimberley Lyons, discussed all of the events that took place for the year of 2017. Kimberley reported the outcome of the 2017 Turkey Trot. After hearing the report of the events outcome, Mike made a motion to have a 2018 Turkey Trot, seconded by Susan, with all in favor the motion carried.*
 - b. *A homeowner in attendance asked about the Clubhouse's free rental policy. The Board informed the homeowner of the current policy and how to seek approval in the future for a free rental.*
 - c. *Kimberley Lyons also reported that within the next month she will be turning in the Castlewood Dragon's Swim Lessons reservation times and dates.*

5. **Financial Review/Treasurer's Report** – Amber presented the financial report for December 2017.
 - a. Operating – EOM for December \$124,307.96 Reserve - EOM December \$184,414.15
 - b. Operating – As of November 16th \$174,541.98, Reserve – As of November 16th \$184,414.15

6. **Community Mgr. Report** –
 - a. Contacted all Newsletter/Website Advertisers and resent contracts for renewal.
 - b. Updated and maintained Castlewood's Website.
 - c. Met with vendors and received bids for drainage issue and brick wall project.
 - d. Successfully imported a month to month budget.

7. **New Business** –
 - a. Board of Directors Newly Elected/Re-Elected Positions
 - i. *A motion was made by Mike to have all past board members stay in their current positions along with newly elected Susan Aronow taking on the at large Director position, seconded by Amber, with all in favor the motion carried.*



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- b. Clubhouse Furniture
 - i. *A homeowner in attendance reported that they would like to see an update in furniture. It was discussed about possibly replacing the blinds and furniture pieces that are in need of replacement. The homeowner is to look into the cost of possible replacements and report it to the board.*
- c. Soccer Fields
 - i. *It was discussed what additions, if any, needed to be made to the Soccer Field.*
 - ii. *Austin is to reach out to James, with Childs Play, and get a bid for installing bleachers. The bid should include installation, anchoring, and assembly.*
 - iii. *Austin is to also reach out to the previous year's Soccer Field Reservations and request an updated Reservation form.*
 - iv. *Austin is to also meet with Metro and receive a bid for making the ground level near the soccer goals.*
- d. Clubhouse Outdoor Storage
 - i. *It was discussed about how to make the Outdoor Storage behind the clubhouse more appealing.*
 - ii. *Austin is to reach out to Robert's and receive a bid for installing a concrete slab with a closed in wooden structures for storage. The board would like a total of three bids for this project.*
- e. NYE 2018
 - i. *Kimberley Lyons reported the turnout of the NYE 2018 event. Due to the turnout, Mike made a motion to have a NYE 2019 event at the end of this year, seconded by Susan, with all in favor the motion carried.*
- f. Castlewood Tennis Academy
 - i. *Austin presented the proposal from David Gray for the Castlewood Tennis Academy.*
 - ii. *A motion was made by Tony to accept the proposal under the condition of receiving an HOA contribution for the facility usage, seconded by Amber, with all in favor the motion carried.*
- g. Pool Motor
 - i. *Austin presented the bid from Robert's for the replacement of the two pool motors that no longer work.*
 - ii. *A motion was made by Tony to accept the proposal for the replacement of the two pool motors at the cost of \$1,751.35 each, not including tax, seconded by Amber, with all in favor the motion carried.*
- h. Mosquito Joe Newsletter/Website Ad
 - i. *Austin presented the bid from Mosquito Joe for a year subscription to the Castlewood's Newsletter in exchange for three free treatments.*
 - ii. *Cris motioned to approve the proposal of the three free treatments from Mosquito Joe in exchange for a 1/2 page advertisement in the Castlewood Newsletter along with the approval of having yard signs placed the day of treatment, prior to an event, until 48 hours after the event. Seconded by Mike, with all in favor the motion carried.*



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- i. Case-Baldwin Contract
 - i. *Austin presented the Case-Baldwin Contract that was up for renewal.*
 - ii. *A motion was made by Cris to renew the contract, seconded by Mike, with all in favor the motion carried.*
- j. Pacific Premier Bank vs. Alliance Association Bank
 - i. *Austin presented the information pertaining to the interest rates offered on Money Market accounts through PPB and AAB.*
 - ii. *A motion was made by Mike to open a money market account with Alliance Association Bank, seconded by Amber, with all in favor the motion carried.*
- k. HP LaserJet Pro MFP M225dw
 - i. *Austin discussed how having the router replaced in the clubhouse has effected the wireless configuration for the HP LaserJet printer.*
 - ii. *Austin is to get a quote from National Computer Company for this issue.*

8. Old Business –

- a. Drainage issue between Buckingham and Huddersfield Crest
 - i. *Austin presented the bid from Andy's to the board.*
 - ii. *A motion was made by Tony to table the project until Austin receives two more bids, seconded by Cris, with all in favor the motion carried.*
- b. Brick Wall Project
 - i. *Austin presented the brick wall bid from Premium Brick and Stonework and answered question pertaining to the bid.*
 - ii. *A motion was made by Cris to approve the bid for the repairs of Section Two of the perimeter wall, with the stipulations of having the warranty offered in the contract, along with the contingency of still receiving a 7% discount on the total job if satisfied with the worked completed on Section Two. Seconded by Mike, with all in favor the motion carried.*
- c. Frontier Communications
 - i. *Austin presented the bid through National Computer Company for Spectrum Cable.*
 - ii. *Austin is to figure out more information pertaining to the bid. This information should include the speed of the internet, what TV Package is offered, and what voice service is offered.*

9. Executive session

- a. Aging Report
 - i. *Austin gave a brief summary of the Aging Report*
- b. Violation Report
 - i. *Austin went over the violation report from the last site drive.*

10. Adjournment: Meeting was adjourned at 8:30 pm