



SPECTRUM
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Monday, July 17, 2017 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order**: Meeting was called to order at 7:01 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 X Not Present__ Tony Leone, President
 - Present X Not Present__ Cris Manning, Secretary
 - Present X Not Present__ Amy Alsaffar, Director
 - Present X Not Present __ Sebastian Dodson, Community Mgr.
 - Present X Not Present __ Mike Murphy, Vice President
 - Present __ Not Present X Amber Coddington, Treasurer
 - Present X Not Present __ David Johnston, Division President

3. **Approval of the June 2017 Meeting Minutes** – Chris read the minutes from June 2017, A Motion was made by Mike to approve the minutes, seconded by Chris, with All in favor the motion was carried.

4. **Open Forum** –
 - a. Sterling from Roberts Pool came by to discuss and answer questions regarding the deck project. The board is wanting a quote for the following specs:
 - i. Remove one window and install French doors.
 - ii. First proposal install deck 26” deep that encircles the trees from the corner of the building to the gate.
 - iii. Second proposal install deck 38” deep that encircles the trees from the corner of the building to the gate.
 - iv. Wanting 1-2 stairways that lead down off the deck.
 - v. A gate to enter the deck and that can be locked on either side.
 - vi. Move storage units to the side of the building and provide screening.
 - vii. Install seating on the deck around the trees and bids for a few 6-8” bench seats throughout the structure.
 - b. Need to follow up with Metro about installing French drain that run from homeowners yard at 3360 Castlewood out to the street, or leading to the common area.
 - c. Sebastian is the POC for the board and homeowners and will coordinate with Kyle and Nathan until we have a permanent on site.
 - d. Board has agreed to replace all pool lights with LED lighting as they go out.
 - e. Spectrum has let the homeowner at 3386 Castlewood know that the storm drain was plugged and they may need to contact the city to get the issue resolved.

5. **Presidents Report** – None

6. **Financial Review/Treasurer’s Report** – Tony presented the financial report for June 2017.
 - a. Operating – EOM for June \$124,629.53, Reserve - EOM June \$211,462.65
 - b. Operating – As of July, 12th \$105,891.27, Reserve – As of July, 12th \$211,462.65

 - c. Sebastian is to Move \$5328 to operating from reserves.

7. **Community Mgr. Report** –



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- a. Insurance Adjuster visited Castlewood on 7-13-2017, noticeable damage to the roof, we also inspected the tennis and basketball courts for potential claims.
- b. Homeowner complaint over drainage, after investigating it was found to be a homeowner to homeowner issue. This is not an HOA responsibility. 3386 Castlewood.

8. New Business –

- a. Resume discussion on clubhouse agreement.
 - i. Sebastian is to draft modifications to the clubhouse agreement that does not allow overnights unless the board has approved it first. New business on next meeting to approve modification
- b. Design Guideline for signs in front yards.
 - i. Limiting signs to athletic, booster club, for sale, and security sign. Signs must be placed in flower bed; roof signs may only remain for two weeks following a roofing project. Tabled until next meeting. Contact Bert Williams to get modifications in writing.
- c. Vote on final bids for the patio on the clubhouse. Tabled
 - i. Finesse is stating that their bid included a wood frame underneath the TREX deck, while it appears that Upright Construction is going to use more TREX. All of the research that I did indicated that people generally install composite decking on a real wood frame.
 - ii. Roberts Pools is still working on providing a bid
 - iii. Kyle is reaching out to David Andrews, a Castlewood homeowner to provide a bid as well.
- d. Discuss and assign priority to pending task list
 - i. Create training documents to teach new on-site manager the basics of running the Castlewood office.
 1. Clean up HOA binder
 2. How to sign into the laptop
 3. Include all usernames and passwords
 4. Single sign on?
 5. How to check voicemail
 6. How to assign a new pool card
 7. Complete reservations
 8. Issue violation
 - ii. Playground light is not working; contact Bob Owens electric to repair
 - iii. Volleyball net may need a lock to not overtighten. Reach out to Metro to advise
 - iv. Brick in wall (top course) on 2499 north of walking trail/pipeline needs to be repaired. The brick is under the wall on the footing. Has been this way for over a year. Reported to Melissa and Jared. Have Knight Erosion bid for wall repair, possibly Metro as well – single brick -
 - v. Suspect irrigation leak on Fairfield between Bentley and Brighton. Only when zone is running.
 - vi. Irrigation nozzle broken in shrubs on east side of pool.
 - vii. Tree limbs on walking paths and at access to north end of tennis court need to be trimmed and in such a way that we don't have to do it again 6 months from now. Have metro do trimming



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- viii. Lights in tree on walking path at end of the pool stay on all day. Thought they were on a timer. Photo sensor may be out, contact Roberts to look into this issue
- ix. Replace all damaged chase lounges
- e. Discuss newsletter and contract renewal
 - i. David discussed the cost of producing the newsletter, there is a gray area in the contract that can be misinterpreted. Spectrum will provide a new contract that clears up admin responsibilities moving forward that remove the all-inclusive and include the expected 4% increase.
 - ii. The Board intends for the HOA to pick up the cost of the newsletter and expects the 4% increase. The new contract will be voted on in August
- f. Budget
 - i. Sebastian is to contact vendors to find a hard cost in 2018 for building the budget.

9. Old Business –

- a. Jared will transfer the money that is due from reserve to the operating account after the final financials have been pulled. The total to be transferred will be \$5328.00.
- b. Jared presented a quote from Up Right Construction to install a telescopic attic ladder in the men's bathroom with a J-hook and pole to pull the ladder down and put it up so that it will keep anyone from entering the attic from the men's bathroom. A motion was made by Chris to approve the quote with the j-hook attachment to be installed in the men's bathroom, seconded by Amy and with all in favor the motion was carried.

10. Adjournment: Meeting was adjourned by Tony at _8:00_ pm