



SPECTRUM
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, November 15, 2017 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order:** Meeting was called to order at _6:58_ 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 type="checkbox"/> Not Present <input checked="" type="checkbox"/> Amy Alsaffar, Director	Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/> Austin Sies, Community Mgr.
	Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/> Kyle Banke, Community Mgr.

3. **Approval of the October 2017 Meeting Minutes –** _Cris_ read the minutes from October 2017, A Motion was made by _Mike_ to approve the minute, seconded by _Amber_, with _all_ in favor the motion was carried.

4. **Financial Review/Treasurer's Report –** _Amber_ presented the financial report for October 2017.
 - a. Operating – EOM for October \$54,191.23 Reserve - EOM October \$215,857.08
 - b. Operating – As of November 13th \$41,340.31, Reserve – As of November 13th \$208,657.87

5. **Community Mgr. Report –**
 - a. Followed up with Master System Courts, audited work, and scheduled for re-finishing of issues.
 - b. Went through the clubhouse office, tidied up, and re-organized all items within.
 - c. Resolved all plumbing issues including hot water heater, women's toilet, and sink.
 - d. Contacted Spectrum Cable and received price of service, calculated savings and reported to the board.

6. **New Business –**
 - a. Brick wall vendor comparison.
 - i. *Board wants to know how many panels need immediate attention. Austin is to contact the three brick vendors and see how much they would charge to repair the panels in need of immediate attention and get a quote for year to year repairs for the next 5 years.*
 - b. Drainage issue between Buckingham and Huddersfield Crest.
 - i. *Austin is to have Andy's come inspect the drainage issue and locate where it is coming from and find out who is liable for the drainage issue.*
 - c. Worn out swing set.
 - i. *Tony motioned to buy the Full Bucket Swing Seat priced for \$84.95 and replace the worn-out seat, seconded by Amber, with all in favor the motion was carried.*



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- d. Frontier Communication vs. Spectrum Business
 - i. *Mike motioned to sign a 2-year contract with Frontier Communication paying \$253.98 +Tax/Mo. for the phone lines, TV, and internet bundle, seconded by Amber, with all in favor the motion carried.*

- e. Metro Landscape Maintenance Inc./ACC Committee Luncheon
 - i. *Austin is to get bids for feeding 20 people from Old House BBQ and Rudy's for luncheon at the Clubhouse on December 5, 2017 at 11:30AM. Austin is to report bids to the Board to choose which vendor they will go with.*

7. Old Business –

- a. Insurance ACV vs. RCV
 - i. *Austin discussed how Castlewood has an RCV policy but a ACV roof endorsement is in effect since we are in a hail prone area.*
 - ii. *Austin is to find out more information regarding the soft metal clause.*

8. Executive session

- a. Aging Report: Austin gave a brief summary on the aging report and the actions that must be taken to pursue delinquent accounts.
- b. Violation Report: Austin went over the violation report from the last site drive.

9. Adjournment: Meeting was adjourned at _8:17_ pm