



Castlewood Homeowners' Association, Inc.
2017 Annual Meeting Minutes
Sunday, December 10, 2017 at 10:00 am
Castlewood HOA Clubhouse
3420 Fairfield Lane
Highland Village, TX 75077

1. **Call to Order:** Tony called the meeting to order at 10:01 am.

2. **Roll Call –**

- A. Establish Quorum- per section 3.4 of the Castlewood HOA Bylaws, the presence in person or by proxy of Members representing 10% of the votes shall constitute a quorum, with a total of 36 Proxies and 11 Homeowners present quorum was established.
- B. Proof of Notice- Proof of Notice was shown.
- C. Introduction of Board Members & Community Manager.

Present Not Present Tony Leone, President
Present Not Present Cris Manning, Secretary
Present Not Present Amy Alsaffar, Director

Present Not Present Mike Murphy, Vice President
Present Not Present Amber Coddington, Treasurer
Present Not Present Austin Sies, Community Mgr.
Present Not Present Kyle Banke, Community Mgr.

3. **Approval of the 2016 Annual Meeting Minutes –** Amber read the 2015 Annual Meeting Minutes. A Motion was made by Mike Murphy, Vice President, to approve the minutes, seconded by Amy Alsaffar, Director, with all in favor the motion carried.

4. **Presidents Report –**

- A. Tony discussed the roles and responsibilities of serving on the Board of Directors.
- B. Following this Tony discussed all the 2017 accomplishments, along with the 2018 goals and challenges that the Association faces.
- C. Tony discussed the ongoing goal of partnering with the City to have the sidewalk extended from where it ends on Castlewood Blvd., to the front entrance of the Association that runs into Highland Shores.
- D. Recognition was given to the Architectural Control Committee for the time that they invest in making sure that the community abides by all the rules set forth by the CC&R's. Tony also recognized Kimberly Lyons for all her time and dedication in planning and organizing all of Castlewood's social events.

5. **Treasurer's Report –**

- A. Amber gave a budget summary over where the Association stood through the end of September and where all the expenses were allocated to.
- B. Following this Amber went over the details of the how the assessments would be staying at \$650.00 for the 8th consecutive year in a row.
- C. Amber went over how there were no significant changes in budgeting for the 2018 expenses except for an estimated 20% increase upon renewal of the Association's insurance.
- D. Amber then gave a full financial report that went over Castlewood's 2017 budget, where the association stood current in the year, and at last, the Associations 2018 budget. While reporting these financials Amber also included the reserve contributions for 2017, and the planned contributions for 2018.



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6. Election of Directors –

- A. Nomination from the floor- Tony asked if there were any homeowners that would like to self-nominate from the floor. No homeowners from the floor self-nominated themselves.
- B. Introduction of Candidates- All four candidates running for election gave a brief introduction about themselves and what they feel they would have to offer the community. These Candidates were: Tony Leone, Current President, Mike Murphy, Current Vice President, Susan Aronow, and Chris Condon.
- C. Election- Tony Leone, Mike Murphy, and Susan Aronow were voted onto the Board of Directors to serve 2 year terms.

7. Open Session- Q&A –

- A. The expected increase to the Association's insurance was discussed.
- B. The front entrance to the community is decorated with Christmas lights. It was reported that the lights are currently not working and there was discussion about getting the GFI's that power the lights fixed.
- C. Following this there was a discussion of possible changes that could be made to the soccer fields moving forward in 2018. These changes included installation of bleachers and possible resurfacing of the fields.

8. Adjournment- The meeting was adjourned at 10:31am.