



HOMEOWNERS' ASSOCIATION

ANNUAL MEETING

DECEMBER 10, 2020

6PM

## *Agenda*

- Call to Order
- Establish Quorum & Exhibit Proof of Meeting Notice  
Per section 3.4 of Castlewood Bylaws, the presence in person or by proxy of Members representing 10% of the votes shall constitute a quorum.
- Introductions
- Reading & Approval of 2019 Annual Meeting Minutes
- President's Report
  - Board Roles & Responsibilities
  - 2020 Accomplishments
  - 2021 Goals
- Treasurer's Report
  - 2020 Budget Summary
  - 2021 Budget
- Election of Directors
- Open Session Q&A
- Adjournment

## Introductions

### Board of Directors

Tony Leone, President

Mike Murphy, Vice President

Jeff Bailey, Secretary

Amber Coddington, Treasurer

James Richter, Director

### Management Company

Jennifer Hansen, Community Manager

Spectrum Association Management

### Modifications Committee

Bert Williams, Chairmen

Peggy Williams

Steve Dodson

Kathy Parker

Heyder Alsaffar

### Special Events Chairperson

Kimberly Lyons

Castlewood Homeowners' Association, Inc.

2019 Annual Meeting Minutes

December 10, 2019 at 6:00 pm

Castlewood HOA Clubhouse

3420 Fairfield Lane

Highland Village, TX 75077

1. Call to Order:

Tony Leone called the meeting to order at 6:00 pm.

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 42 Proxies and 1 Homeowner present quorum was established.

B. **Proof of Notice-** Proof of Notice was shown.

C. **Introduction of Board Members & Community Manager.**

Present	Not Present		
X		Tony Leone	President
X		Mike Murphy	Vice President
X		Jeff Bailey	Secretary
X		Amber Coddington	Treasurer
X		Susan Aronow	Director
X		Jennifer Hansen	Community Manager

3. Approval of the 2018 Annual Meeting Minutes:

Jeff Bailey read the 2018 Annual Meeting Minutes. A Motion was made by Mike to approve the minutes, seconded by Susan Aronow, with all in favor the motion carried.

4. Presidents Report:

Tony Leone thanked Kimberly Lyons, the Social Committee chairperson for all her hard work to put on the many community events in 2019. Tony named the members of the Modifications Committee and thanked them for all their behind the scenes work to keep Castlewood such a great place to live. Tony reiterated that this will be the 10<sup>th</sup> consecutive year with no increase in assessments.

Tony reviewed the following areas:

i. *Board Roles and Responsibilities*

ii. *2019 Accomplishments*

iii. *2020 Goals*

5. Treasurer's Report:

Amber Coddington reported on the following:

A. A summary of expenses through October 31, 2019 was presented.

B. Assessments will remain at \$650 for the 10<sup>th</sup> consecutive year.

C. A full financials report was given including operating and reserve balances as of October 31, 2019.

6. Election of Directors:

A. **Nomination from the floor**- No floor nominations were made.

B. **Introduction of Candidates**- Tony Leone, Mike Murphy, and Susan Aronow were introduced.

C. **Election**- Tony Leone, Mike Murphy, and Susan Aronow were elected by acclamation.

7. Open Session- Q&A:

A. A homeowner thanked the Board of Directors for all their work. He expressed his appreciation for the improvements to the clubhouse and the ease of the new keyless entry system for reservations.

8. Adjournment:

The meeting was adjourned at 6:19 pm.

# President's Report

## This Year's Accomplishments 2020

### Community Events

Easter Bunny Home Visits  
4<sup>th</sup> of July Parade & Scavenger Hunt  
Halloween Pizza Drive Thru  
Virtual Story Time with Santa

### Improvements/ Maintenance

#### Pool Area- \$27,921

*Purchase of new pool furniture \$8, 892*  
*Expansion Joint Replacement \$4,241*  
*Addition of storage area and concrete pad \$7,361*  
*Filter replacement \$2,728*  
*Breaker replacement \$154*  
*Replacement of 6 pressure gauges and 3 vacuum gauges \$154*  
*Pump Replacement \$1,933*  
*Drain, pressure wash, and bleach pool after flooding \$1,599*  
*Replacement of flood light \$92*  
*Pump Repairs \$192*  
*Filter bulkhead replacement \$510*

#### Common Area Repair and Maintenance- \$21,255

*Refill of playground wood chips \$1,974*  
*Erosion Prevention/ bridge \$7,333*  
*Replacement of benches, picnic table, and additional of concrete slab \$6,535*  
*Tree trimming at playground area \$5,412*

**Community Center- \$7,491**

*Purchase and installation of community code of conduct signs at playground, clubhouse, and soccer field \$7,491*

**Tennis Court Repairs- \$1,959**

*Replacement of tennis court center straps \$32*

*Replacement of tennis court lights \$1,500*

*Replacement of tennis court nets \$427*

**Landscape Improvements- \$1,739**

*Flower bed restoration \$711*

*Tree and stump removal along trail \$1,028*

**AC Maintenance- \$1,356**

*HVAC repairs \$956*

*HVAC annual maintenance \$400*

**Irrigation Repairs \$1,295**

*3 mainline break repairs and irrigation repair to sprinkler heads \$1,295*

**Misc. Repairs and Maintenance \$1,098**

*Community laptop repair, IT support, pool key card system updates \$686*

*Installation of new antenna to replace cable subscription \$412*

**Recreation/Playground \$725**

*Repair to trail signs \$173*

*Strom clean-up \$119*

*Pet waste bags refill \$433*

## Next Year's Goals (2021)

### 2021 Planned Community Events

Wine Tasting	Easter Egg Hunt
Pig Roast	4 <sup>th</sup> of July Party/Parade
Back to School Party	Beer & Brats
Halloween Party	Turkey Trot
Cookies with Santa	Community Garage Sale (2)

### 2021 Goals & Objectives

Continue to look for opportunities to upgrade/add amenities to the community.

### Challenges

Continuous repair of aging irrigation system.

## Treasurer's Report

### 2021 Castlewood Budget Summary

2020 was another good year for the community financially. January of this year \$49,160.17 was transferred from operating to reserve.

### 2021 Castlewood Budget Narrative

In creating the budget for 2021, the board reviewed all the expenses and income budgeted for 2020. We also reviewed the year-to-date income and expense performance. Most expense drivers remained unchanged for 2021.

2021 will be the 10<sup>th</sup> consecutive year to maintain the assessments at this level.

### Revenue

HOA assessments will remain the same at \$650.



## Expenses

Insurance- Insurance professions are estimating an increase between 5-10% assuming there is no change in exposure and in increase in coverage.

*There were no significant changes for these categories:*

Administrative	Repairs & Maintenance
Contact Service	Parts & Supplies
Utilities	Taxes

## Reserve Replacement

Reserve funds are to be maintained at roughly \$100,000 for a community of our size. These funds are maintained to cover the replacement of major community amenities when they reach the end of their useful life. These items would include tennis courts, playground equipment, parking lots, soccer field equipment, fencing, clubhouse roof, swimming pool resurfacing, etc.

## 2020 Year to Date Summary (10-31-2020)

- Total Operating Cash \$57,507.59
- Total Reserve Cash \$246,166.85

\*Numbers as of last reporting period 10-31-2020

### Budget Comparison and Year to Date Performance Summary

	<b>2020 Budget</b>	<b>YTD- Oct 31</b>	<b>2021 Budget</b>
Revenue	\$267,941.00	\$229,711.00	\$267,600.00
Expenses			
Maintenance	\$11,863.00	\$11,745.00	\$14,213.00
Utilities	\$42,235.00	\$36,780.00	\$42,636.00
Administrative	\$93,763.00	\$75,756.00	\$98,264.00
Contract Services	\$58,578.00	\$49,700.00	\$59,082.00
Parts & Supplies	\$2,740.00	\$1,705.00	\$3,090.00
Insurance	\$9,600.00	\$6,753.00	\$10,560.00
	\$210,632.00	\$182,439.00	\$227,845.00
Total Revenue	\$267,941.00	\$229,711.00	\$267,600.00
Total Expenses	(\$210,632.00)	(\$182,439.00)	(\$227,845.00)
Reserve Contribution	(\$49,160.00)	(\$49,160.00)	(\$39,755.00)

## Director Elections

### 2021 Board or Director Nominees

(Two board seats)

#### Amber Coddington - Current Treasurer

Amber Coddington is no stranger to most of you. Amber is very involved in a variety of clubs and groups in the community and has a busy family of six. Amber is the proud mom to Ashley, Hannah, Trevor, and Caleb. Not only is she involved with a wide variety of activities right here in Castlewood, she also runs National Computer with her husband Gerald. Amber holds a Bachelor's Degree in Political Science and a Master's Degree in Early Childhood Education.

Amber serves in several roles in various organization including Boy Scouts, the Castlewood Dragons Swim Team, soccer, both Heritage and Briarhill PTA, and Girl Scouts to name a few. She is also an administrator for the Castlewood Moms Facebook group.

Amber has served on the Castlewood BOD as the treasurer for the past six years. It is clear she is dedicated to the success of the community and the objectives of the HOA and will continue to work to keep Castlewood a great place to live.



#### Jeff Bailey - Current Secretary

Jeff Bailey has lived in Castlewood since 2009. He works from home in EDI support for an international aluminum company, Hydro. Jeff has also worked in similar capacities for Alumax, Alcoa, and Sapa over the years.

Jeff has served on several boards and committees at his church including the Child Development Center and Habitat for Humanity board for which he oversaw the Site Selection Committee.

Jeff was appointed to finish out a BOD's term in 2018 and has served on the BOD as secretary since then. Jeff is very involved in Castlewood; he can always be counted on to lend a hand to a neighbor in need and keep a watchful eye over the many amenities here in the community. Before joining the BOD, Jeff frequently attended BOD meetings and stepped in to volunteer his time at many community functions.

Jeff brings a lot of practical knowledge to the BOD and is able to share valuable advice when it comes to selecting vendors and evaluating the quality of their work. His input has proven extremely beneficial over the years. Jeff is committed to keeping this community safe and beautiful!

