



SPECTRUM
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, March 21, 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 type="checkbox"/> Not Present <input checked="" type="checkbox"/>	Mike Murphy, Vice President
Present <input type="checkbox"/> Not Present <input checked="" 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.
		Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/>	Yumaira Aguilar, CRM
3. **Approval of the February 2018 Meeting Minutes** – Amber read the minutes from February 2018, a Motion was made by Tony to approve the minute, seconded by Amber. With all in favor, the motion was carried.
4. **Presidents Report** – Tony reported how Mike, Austin, and himself looked at the brick wall repairs and they were satisfied with the work that was taking place.
5. **Financial Review/Treasurer's Report** – Amber presented the financial report for February 2018.
 - a. Operating – EOM for February: \$165,914.79, Reserve - EOM for February: \$250,398.53
 - b. Operating – As of March 19: \$150,435.19, Reserve – As of March 19: \$248,991.27
6. **Community Mgr. Report** –
 - a. Updated pool card system with new homeowner's information along with deactivating all pool cards assigned to residents who previously lived in Castlewood.
 - b. Successfully had the delinquent account administration fee accrual threshold changed from \$32.00 to \$40.00.
 - c. Successfully networked access to homeowner's backyards so that Premium Brick and Stoneworks could access yard to execute the wall repairs.
 - d. Had metro add more mulch to the swing set areas that were shallow and sprayed the community with pre- and post-weed emergent.
7. **New Business** –
 - a. Brick Wall Repairs: Sections I & III
 - i. Austin presented the proposal from Premium Brick & Stoneworks for the Sections I & III repairs of the brick wall.
 - ii. A motion was made by Amber to accept the proposal for Section I repairs in the amount of \$11,625.00 and Section III in the amount of \$12,369.00, seconded by Susan. With all in favor, the motion carried.



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- b. Volleyball Court Repairs
 - i. *Austin reported how one of the poles that holds up the volleyball court net is loose and no longer secured in the ground.*
 - ii. *The board asked Austin to reach out to David Andrews with Century Homes to look into having the issue fixed.*
- c. Perimeter Pool Fence
 - i. *Austin reported how there is an iron picket missing from the perimeter fence of the pool.*
 - ii. *Tony is to send Austin the information of the vendor who previously fixed the fence.*
- d. Dead Tree on Greenbelt
 - i. *Austin reported how a homeowner reached out to him regarding a dead tree on their property line on the HOA greenbelt.*
 - ii. *Austin is to look at the Associations plat map to see if this is on the HOA's property.*
- e. Master Shingle List
 - i. *Austin proposed the idea of having a Master Shingle list containing shingles that are approved to use for Castlewood.*
 - ii. *Austin is to discuss the idea with the Modification Committee and report it back to the Board.*
- f. GFI Powering Kings III Phones
 - i. *Austin reported how the GFI powering the Kings III phones is no longer working and how it is being powered from another GFI, which leaves no unused outlets on that side of the Clubhouse.*
 - ii. *Austin is to look into hiring a new electrician for the association to repair the GFI and also put a lockbox on the GFI powering the Kings III phones.*
- g. Pool Gate
 - i. *Austin reported how the pool gate is no longer closing by itself and how it could be a liability during pool season if the gate doesn't shut when people leave.*
 - ii. *Austin is to see if Roberts or the person hired to repair the pool fence can fix the gate.*
- h. Clubhouse A/C Unit Foundation
 - i. *Austin reported how the foundation of the A/C Unit is no longer level and how Infinity Construction proposed leveling it out for around \$200.00.*
 - ii. *Amber made a motion to accept the proposal from Infinity, seconded by Susan. With all in favor, the motion carried.*

8. Old Business –

- a. Billing and Payment Plan Policy & Resolution 6 Step
 - i. *Austin reported how Spectrum agreed to cover \$54.00 for the filling fee cost of the new Billing and Payment Plan Policy & Resolution 6 Step.*
 - ii. *Tony made a motion to approve the Billing and Payment Plan Policy & Resolution 6 Step, seconded by Susan. With all in favor, the motion carried.*



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9. Ratify Prior Actions:

- a. Approved purchase of two sets of 15ft Soccer Field Bleachers.
- b. Approved services of vendors who lacked Spectrum's insurance requirements: Premium Brick & Stoneworks, Infinity Construction, and Choice Irrigation.
- c. Approved Castlewood paying the cost for tree removal in the 3ft easement of homeowner's backyards in order to maintain the perimeter wall.
- d. Approved renewal with Scottsdale Insurance.
- e. Approved adding Workers Compensation Insurance to Castlewood's insurance coverage.
- f. Approved waiting until April 1st, 2018 to issue violations for weeds in homeowner's yards and yards that do not have grass in them.

10. Executive Session

- a. Aging Report
Review/Discuss
- b. Violation Report
Review/Discuss

11. Adjournment - Meeting was adjourned at 7:40 p.m.