



SPECTRUM
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, February 15, 2017 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order:** Meeting was called to order at 7:00 pm
2. **Roll Call** – All board member's we in attendance
 - A. Establish Quorum- Quorum was established with all members of the board in attendance.
 - B. Proof of Notice – Emailed on 2/9/2017, 2/10/2017 & 2/13/2017
 - C. Introduction of Board Members & Community Manager

Present ✓ Not Present ___ Tony Leone, President	Present ✓ Not Present ___ Mike Murphy, Vice President
Present ✓ Not Present ___ Cris Manning, Secretary	Present ✓ Not Present ___ Amber Coddington, Treasurer
Present ✓ Not Present ___ Amy Alsaffar, Director	Present ✓ Not Present ___ Jared Lacy, Community Mgr.
3. **Approval of the January 2017** – Amy Alsaffar read the January 2017 minutes from the floor. A Motion was made by Tony Leone to approve the meeting minutes, seconded by Amber Coddington, with all in favor the motion was carried.
4. **Open Forum** – Amy Alsaffar asked about using Smartwebs for ACC request, Jared talked about how CINC can do the same thing, he will email Bert on the ACC Board and explain what is going on and see if we can use it for a month to see if the ACC Board can work with CINC vs Smartwebs that would save the HOA \$45.00 a month.
5. **Presidents Report** – Nothing to report
6. **Financial Review/Treasurer's Report** – Amber Coddington presented the January bank account numbers and also what was in the bank as of February 15, 2017. The budget wasn't uploaded in the financials and Jared will have this corrected. End of Month January 2017 the operating account had \$135,465.72 and the money market had \$211,401.85. As of 2/15/2017 the operating had \$152,421.44 and the money market had \$211,401.85.
7. **Community Mgr. Report** – Jared gave a brief report on facilities including the clubhouse gas leak, bathroom, fireplace & the Stove repair. Gas leak was fixed on Friday Feb 10th still no invoice from the plumbing company. Fireplace was repaired along with bathroom grout which cost \$200.00, the stove replace piece was ordered and with installment it cost \$125.00. The board agreed that the meeting for March is to be moved to March 22, 2017 at 7 pm. Jared will post this on the Community website and change the emails that are to be sent out.
8. **New Business**
 - a. Wish List for 2017 – Tony asked that bids be presented for the Tennis court and the Basketball Court at the March meeting. Amy asked about installing a back porch to the clubhouse and putting in French doors that would lead out to the area and also attach it to the pool area. Cris talked about just maintaining the HOA property for the year.
 - b. Alarm system. the facts about the Ismartalarm a motion was made by Mike to order and install the new alarm system, seconded by Cris, with all in favor the motion was carried.
 - c. Swim team check – Mike made a motion to not cash the swim team check and give it back to the swim team. Seconded Cris and with all in favor the motion was carried.
9. **Old Business**



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- a. Pool Rules – Mike motioned to approve the pool rules and have the new signs made to match the signs that we have and installed. Cris seconded the motion and with all in favor the motion was carried.
- b. NYE 2017 – Amy made a motion to continue with the NYE party December 2017, Cris seconded the motion and with all in favor the motion was carried.

10. Executive Session Summary – Executive Session was called to order at 8:10 pm

- a. Aging Report – Jared explained admin fees to the board and how each Homeowner will be assessed the late fee for February.
- b. Violation Report – Jared will email each Homeowner prior to sending out a violation letter, if the Homeowner doesn't respond then he will send out a violation report.
- c. Resales for January – Nothing to report at this time.

11. Adjournment: 8:30 pm