



SPECTRUM  
Association Management, LP

**Castlewood Homeowners' Association, Inc.**

**Board of Directors Meeting Minutes**

**Wednesday, October 18, 2017 at 7:00 pm**

**3420 Fairfield Lane**

1. **Call to Order**: Meeting was called to order at \_7:02\_ 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"/> Sebastian Dodson, Community Mgr.
	Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/> Austin Sies, Community Mgr.
  
3. **Approval of the August 2017 Meeting Minutes** – \_Cris\_ read the minutes from August 2017, A Motion was made by \_Mike\_ to approve the minutes with modifications to who was present and add detail to some actions that are taken, seconded by \_Cris\_, with \_All\_ in favor the motion was carried.
  
4. **Open Forum** –
  - a. Have Roberts Pools fix the pool cover. Pegs and straps have popped off.
  - b. Verify if meeting minutes must be read aloud or if they can be read before the meeting.
  - c. Move clutter from pool entry area.
  - d. Tony would like to restock the kitchen with some items to make it functional.
  - e. Access hot water closet, have a plumber fix the hot water heater.
  
5. **Presidents Report** –
  - a. Tony presented Sebastian with a letter of appreciation from the board for his service the past few months.
  
6. **Financial Review/Treasurer's Report** – \_Amber\_ presented the financial report for September 2017.
  - a. Operating – EOM for June \$78,358.38, Reserve - EOM June \$215,844.10
  - b. Operating – As of October 18<sup>th</sup> \$56,163.20, Reserve – As of October 18<sup>th</sup> \$215,844.10
  
7. **Community Mgr. Report** –
  - a. Began meeting with brick vendors to come up with cost of repairing the wall behind Excalibur Drive.
  - b. Continued to review progress on Castlewood Blvd drainage issue.
  - c. Assembled all chase lounges that could be assembled.
  - d. Followed up with vendors for items such as the pool patch, and ladder extension.
    - i. Email Stirling about pool patch.
    - ii. Follow up with upright construction.
  
8. **New Business** –
  - a. Approve 2018 Budget



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- i.* Correct community manager expense.
  - ii.* Fix monthly expense for pool over the course of the year.
  - iii.* Find out spectrum policy to pay for on-site CM phone service.
  - iv.* Find a better cable, internet, and phone provider.
  - v.* Mike motioned to conditionally approve the 2018 budget pending the adjustments be made, Cris seconded, with all on favor the motion carried.
- b. Insurance ACV vs. RCV
- c. UPS Holiday Pod
  - i.* Mike motioned, seconded by Amber, all in favor motion carried
- d. Land Lease Proposal
  - i.* Board not interested.

**9. Old Business –**

- a. Clubhouse and Pavilion roof repairs.
  - i.* Currently in contact with Holden roofing and waiting on quote.
  - ii.* Make sure that Holden is also replacing gutters, try to generate apples to apples comparison.
  - iii.* Try to schedule a 10:00 and 11:00 meeting on the 25<sup>th</sup> with both roofing contractors.
- b. Andy's Sprinkler & Drainage underground vs street deposit runoff pipe.
  - i.* Water is still running off into the street by following the underside of the pipe, New proposal is to run the French Drain underground from where it currently is, take a right-hand turn and run underground to the driveway where it will than meet with the 4" PVC. Proposal is attached.
  - ii.* Mike motioned to have Andys complete the underground, seconded by Amber, all in favor the motion carried.

**10. Executive session**

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

**11. Adjournment:** Meeting was adjourned at \_8:37\_ pm