

**Castlewood Home Owners Association  
Annual Meeting of the Members  
December 10, 2015**

Tony Leone, President  
Mike Murphy, V. President  
Cris Manning, Secretary  
Amber Coddington, Treasurer  
Amy Alsaffar, Director

**Meeting Minutes**

- **Call to Order**
  - Vice President Mike Murphy called the meeting to order at 7:05 PM.
- **Introduction of Board**
  - Vice President Murphy introduced himself and the members of the board, Secretary Cris Manning, Treasurer Amber Coddington, and Director Amy Alsaffar; absenting President Tony Leone. CCMC Regional Vice-President Debra Campbell and Community Manager Melissa Verde were also in attendance. Ms. Verde introduced herself and gave a brief overview of the role of CCMC as managing agent.
- **Establish Quorum & Exhibit Proof of Meeting Notice**
  - Secretary Manning announced that with 50 submitted proxies and 3 members in attendance; quorum was established per the Castlewood Bylaws, Section 3.4. Also, showed proof that meeting notices was sent in adherence to Bylaws Section 4.5.
- **Approval of Previous Annual Meeting Minutes (2014)**
  - Cris Manning read the minutes from the 2014 annual meeting. Following a motion by Bert Williams and a second by Amber Coddington, the minutes were approved as written with no objection.
- **President's Report**
  - Mike Murphy recognized the community volunteers, and summarized the roles and responsibilities of the board of directors. He also shared an overview of the recent community survey and frequently asked questions; and emphasized the value per family of Castlewood's social program. He summarized the accomplishments of 2015 and possible projects for 2016.
- **Treasurer's Report**
  - Amber Coddington presented the financial position year to date for 2015 Operational and Reserve funds, and provided an overview of 2016 budget. The assessment of \$650 will fund a total operating expense budget of \$270,746.
- **Election of Directors**
  - There being no opposition, and following a motion by Bert Williams and second by Amber Coddington; Directors Amy Alsaffar, Mike Murphy, and Tony Leone were re-elected unanimously by vote of acclamation.
- **Open Session**

- Questions and comments from the floor included discussion of methods of dispersing community information to new members, and monthly newsletter.

- **Adjournment**

- There being no further business, Vice President Murphy adjourned the meeting at 7:54 PM.

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**Mike Murphy, Vice President**

\_\_\_\_\_  
**Date**

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**Cris Manning, Board Secretary**

\_\_\_\_\_  
**Date**