



SPECTRUM
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, February 21, 2018 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order**: Meeting was called to order at 7:01 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 type="checkbox"/> Not Present <input checked="" type="checkbox"/> Cris Manning, Secretary	Present <input type="checkbox"/> Not Present <input checked="" 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.

3. **Approval of the January 2018 Meeting Minutes** – Mike read the minutes from January 2018. A motion was made by Tony to approve the minute, seconded by Susan, with all in favor the motion was carried.

4. **Open Forum** –
 - a. *Homeowner Lorraine Perry requested approval for a free rental at the Clubhouse on May 6th, 2018 for a Marcus Highschool event. The board said that they would discuss the matter and get back to her.*

5. **Financial Review/Treasurer's Report** – Tony presented the financial report for January 2018.
 - a. Operating – EOM for January \$150,744.60, Reserve - EOM January \$263,761.08
 - b. Operating – As of February 19th \$158,087.82, Reserve – As of February 19th \$263,761.08

6. **Community Mgr. Report** –
 - a. Met with vendors received proposals for the Green Belt drainage issue and the trash can storage project.
 - b. Contacted/Contacting homeowner's and provided them with the attorney drafted notification pertaining to the brick wall repairs.
 - c. Managed/Inspected all delinquent accounts.
 - d. Performed weekly association wide amenity inspections.

7. **New Business** –
 - a. Pool Rules
 - i. *Austin reviewed Castlewood's current pool rules with the board. Austin explained how there are current cases making their way through the court system having to do with discrimination on specific age groups.*
 - ii. *After hearing the matter and reviewing the Pool Rules the board decided to stay with Castlewood's current pool rules and to not make any changes.*
 - b. Calloway's Nursery Yard of the Month
 - i. *Austin presented Calloway's Nursey Yard of the Month.*
 - ii. *The board said that they had no issue with doing this and that the decision is up to Austin if he would like to move forward with it.*



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- c. Castlewood Garage Sales
 - i. *Austin requested what dates the board would like to have the community garage sales.*
 - ii. *The board asked Austin to contact Highland Shores Community Manager and match Castlewood's dates with the dates that they plan on doing their community garage sales. Austin is to look into advertising Castlewood's community garage sale with Highland Shores as well.*
- d. Pre-Pool Season Tasks
 - i. *Austin reviewed the proposal from Robert's for removing and storing the pool cover; de-winterizing the pool; setting out furniture; and pressure washing the pool deck, cabana, and pool furniture for the price of \$905.00 + tax.*
 - ii. *A motion was made by Tony to approve Robert's proposal, seconded by Susan, with all in favor the motion carried.*
 - iii. *Austin presented the proposal from My Grill Guy for cleaning the pools grill. The board declined the proposal and requested for Austin to reach out to Case Baldwin and have them clean the grill as done the past several years.*
 - iv. *The board requested for Austin to buy a new set of Grill Brushes for the pool grill.*
- e. Billing and Payment Plan Policy & Resolution 6 Step
 - i. *Austin presented the revised Billing and Payment Plan Policy & Resolution 6 Step.*
 - ii. *Before moving forward with the Billing and Payment Plan Policy & Resolution 6 Step, the board asked Austin to find out what entity is responsible for paying the filing fee for the resolution.*
- f. Towing
 - i. *Tony presented possibly enforcing a towing policy for Castlewood.*
 - ii. *After further discussion and review the board was not interested in moving forward with the idea.*
- g. New Event Signage
 - i. *Austin presented replacing the Wine Tasting, Memorial Day Pig Roast, and 4th of July Parade banners since they list specific times that the event takes place. Along with this presentation, Austin presented also having a NYE Banner and a Turkey Trot Banner made as well.*
 - ii. *Mike made a motion to approve having 5 new banners for Castlewood events made, seconded by Susan, with all in favor the motion carried.*

8. Old Business –

- a. Clubhouse Furniture
 - i. *Homeowner Virginia Walters presented bids for the Clubhouse's window treatment. The bids presented were from Design for Living and Stitches by Carmen.*
 - ii. *The board requested for Virginia to find out the cost of instillation and to add the 3 mini windows near the front door into the bid in order to move forward with the proposal.*
 - iii. *The board requested proposals for a replacement of the Clubhouse's Coffee Table.*



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- b. Outdoor Storage Project
 - i. *Austin proposed the two proposals from Robert's Pool and Infinity Construction for the Outdoor Storage Project.*
 - ii. *After reviewing the proposals Mike made a motion to accept Infinity Construction's proposal with the stipulation that they would come down on the price proposed to be within \$400.00 of Robert's proposed price, seconded by Susan, with all in favor the motion carried.*
- c. Brick Wall Repairs: Section II
 - i. *Tony signed the contract.*

9. Executive session

- a. Aging Report
 - i. *Austin gave a brief summary of the Aging report.*
- b. Violation Report
 - i. *Austin went over the violation report from the last site drive.*

10. Adjournment: Meeting was adjourned at 8:39 pm.