



SPECTRUM  
Association Management, LP

**Castlewood Homeowners' Association, Inc.**

**Board of Directors Meeting Minutes**

**Wednesday, May 16, 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 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 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        |

Homeowners Lorraine Perry, Virginia Walters, Bob Shade, Kevin Bard, Jeff Bailey, Mr. Ross, and Stephen Meyers were in attendance at the meeting as well.
3. **Approval of the April 2018 Meeting Minutes** – Amber read the minutes from April 2018. A Motion was made by Tony to approve the minute, seconded by Amber. With all in favor, the motion was carried.
4. **Open Session** –
  - i. *Homeowner Kevin Bard presented the proposal of installing, furnishing, and maintaining a vending machine at the pool area outside of the clubhouse with his son.*
  - ii. *The board said they would discuss the matter and have Austin reach back out to him.*
5. **Financial Review/Treasurer's Report** – Amber presented the financial report for April 2018.
  - a. Operating – EOM for April: \$157,717.49, Reserve – EOM April: \$224,591.63
  - b. Operating – As of May 8<sup>th</sup> \$139,570.31, Reserve – As of May 8<sup>th</sup> \$212,447.19
6. **Community Mgr. Report** –
  - a. Performed a community-wide tree count for all houses within the association.
  - b. Communicated with the board requests from homeowners requesting extensions to their current violations.
  - c. Performed an association wide inspection and provided the board with information of areas within the association that put the HOA at risk.
  - d. Followed up with homeowners who were affected by the French drain installation.
7. **New Business** –
  - a. Opening Board Position
    - i. *Austin presented to the Board the two homeowner nominees for the opening board position.*
    - ii. *Both homeowners Jeff Bailey and Bob Shade introduced themselves and presented what they felt they had to offer for the opening position.*



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- b. Modification Committee
  - i. *Austin presented how one of the Modification Committee members has been disengaged for quite some time and proposed replacing the member with a volunteer interested in the position.*
  - ii. *Mike made a motion to remove Ron Kurash from the Modification Committee and advertise the open position, seconded by Susan. With all in favor, the motion carried.*
- c. Little Free Library
  - i. *Ronan, an Eagle Scout, followed up with the board about the status of his Little Free Library project. Upon following up, Ronan asked permission to install a bench near the library and wanted to know what section of land he could use to build it.*
  - ii. *Mike made a motion to locate the Little Free Library near the playground which already contains an existing bench, seconded by Amber. With all in favor, the motion carried.*
- d. One-Touch
  - i. *Austin presented to the board a program that Spectrum is rolling out called One-Touch for one touch approvals by the Community Manager on simple modification requests.*
  - ii. *Austin is to reach out to Bert with the Modification Committee to see what his opinion is for implementing One-Touch for fences, paints, and shingles throughout Castlewood.*
  - iii. *Until further findings, the board tabled this proposal.*
- e. Reoccurring Clubhouse Rental Request
  - i. *Homeowner Stephen Meyers requested board approval for free Clubhouse rentals for their church group called "The Prodigal Group" from The Village Church.*
- f. Association Signage
  - i. *Austin presented the board with pictures of areas from within the community that could cause risk for the HOA. Austin recommended that the association post signage at the proposed areas to reduce the potential risk that the areas could impose on the association.*
  - ii. *The board requested for Austin to reach out to the association's attorney to see what they recommend.*
- g. Bob Shade from Pro Tow
  - i. *Homeowner Bob Shade with Pro-Tow presented a proposal for Castlewood that included all homeowners with access to battery jumps, services for keys locked in cars, and flat tire replacements within Castlewood from \$200.00 per month. This proposal also included discounted rates for tows throughout the metroplex.*
- h. Quality Site Assessment Feedback
  - i. *Austin requested the board's feedback regarding the Quality Site Assessment that he performed for Castlewood.*

**8. Old Business –**

- a. Clubhouse Window Treatment
  - i. *Homeowner Virginia Walter presented her findings for the Clubhouse window treatment.*
  - ii. *The board requested that Virginia find out the cost per yard of fabric and report it back to Austin so that they can make a formal decision.*
- b. Billing Policy
  - i. *Tony signed the updated 6 Step Billing Policy that was previously approved.*



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**9. Ratify Prior Actions –**

- a. Approved the final payment for Sections I & III of the brick wall repairs.
- b. Approved the tree removal contract being sent to the association's attorney.

**10. Executive session –**

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

**11. Board Decisions After Executive Session**

- i. *Following Executive Session Cris Manning resigned from his current position on the Castlewood Board of Directors.*
- ii. *With all in favor, the board appointed Jeff Bailey to the vacant board position.*
- iii. *Tony made a motion to approve the proposal from Pro Tow with the stipulation that the services offered to Castlewood are extended to all Castlewood homeowners in need of the offered services within a 3-mile radius of Castlewood. Along with this the board would like to have Pro Tow advertise throughout the community if they accept the stipulations requested. The motion was seconded by Amber. With all in favor, the motion carried.*
- iv. *Mike made a motion to accept the request for free rentals for The Prodigal Group until the end of 2018. This approval included the stipulation that the group provides adverts to include in the newsletter as well as adverts to include on the Castlewood website. The motion was seconded by Amber. With all in favor, the motion carried.*

**12. Adjournment:** Meeting was adjourned at 8:49 p.m.