

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Agenda

Wednesday, January 16, 2019 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order** - Meeting was called to order at 7:01 p.m.
2. **Roll Call** – Quorum was established with ___5___ 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__ Tony Leone, President	Present <input checked="" type="checkbox"/> Not Present __ Mike Murphy, Vice President
Present <input checked="" type="checkbox"/> Not Present__ Jeff Bailey, Secretary	Present <input checked="" type="checkbox"/> Not Present __ Amber Coddington, Treasurer
Present <input checked="" type="checkbox"/> Not Present__ Susan Aronow, Director	Present <input checked="" type="checkbox"/> Not Present __ Jennifer Hansen, Community Mgr.
3. **Approval of the November 2018 Meeting Minutes** – Susan read the minutes from November 2018. A motion was made by Mike to approve the minutes, seconded by Jeff, with all in favor the motion carried.
4. **Presidents Report** – Tony moved to elect board positions for 2019, by acclamation board members will retain their offices from 2018.
5. **Financial Review/Treasurer's Report** – Tony presented the financial report for December 2018.
 - a. Operating- EOM for December 2018 \$106,530.91 Reserve EOM December 2018 \$199,283.40
 - b. Operating- As of January 16, 2019 \$164,671.51 Reserve- As of January 16, 2019 \$198,933.40
6. **Open Forum**

Two homeowners were present from the Decorating Committee to discuss the Wish List for further improvements in the clubhouse in 2019. They were both pleased with the progress and offered to continue to help complete further improvements for 2019.
7. **Ratify Prior Actions** –
 - a. Installation of photocell at the main entrance for \$325.
Tony motioned to approve the expense, Amber seconded, with all in favor the expense was ratified.
 - b. Transfer of \$18,872.10 from the operating account to the reserves.
Tony motioned to approve the transfer, Jeff seconded, with all in favor the transfer was ratified.
 - c. Approval of reimbursement to Amber Coddington for tip paid in the amount of \$300 to actors from Funny Business.
Tony motioned to approve the expense, Jeff seconded, with all in favor the expense was ratified.
8. **Community Mgr. Report** –
 - a. Worked with homeowners, board members, vendors, and the community to oversee the day to day operations of Castlewood.
9. **New Business** –

a. Community Directory/ Pet Registry/ Neighborhood Babysitter Information

Tony suggested that Jennifer determine community interest in sharing information in the next Newsletter and making homeowners aware of the community Facebook page and Next Door. The suggestion was made to add an authorization to share information with the welcome letter, so these sites could be updated. Jennifer will work with Amber to get out a Survey Monkey link in the March newsletter and to update the accounts already in use.

b. Trash Can Clarification

The community will be informed in both the March newsletter and via an E-blast what determines proper storage of trash and recycle bins. The board agreed that they must not be visible from the street from any angle of the property.

c. Insurance Renewal/ Workers Comp.

Mike motioned to renew the current workers comp policy, Amber seconded the motion, with all in favor the motion carried. The board completed the survey from Blue Lime and asked that Jennifer clarify the values for coverage of both the brick wall and the irrigation system.

d. 2019 NYE Party

The board agreed to revisit the NYE party at a later time, for now no NYE party will be planned for 2019 due to the expense vs turnout for 2018. Mike motioned to approve the decision, Susan seconded, with all in favor the motion carried.

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9. Old Business –

- a. **Update from Decorating Committee**- approval of 2019 decorating budget
The purchase of stacking chairs and café tables was approved by the board, the board agreed to move forward with the Wish List for 2019 and that final approval on future choices on the list can be made via e-mail. Tony motioned to approve the purchase of the stacking chairs and café tables, Susan seconded, with all in favor the motion carried.
- b. **Bridge Repairs**- Tabled
The board asked Jennifer to reach out for other options and to get a bid on the work.
- c. **Violation Policy and Fining Notices**
The board agreed that notices will go out beginning in February. Tony motioned to approve, Mike seconded, with all in favor the motion carried.
- d. **Security Cameras** – Tabled

11. Executive session –

- a. *Aging Report-NA*
- b. *Violation Report-NA*
- c. *Write-Off Request*- 2 homeowners have submitted written request for write-offs, information provided separately to protect the privacy of the homeowner.

12. Post Executive Session Business –

The board agreed to write off the fines for both homeowners who requested write-offs minus any hard costs incurred because of the violations on both properties. Jennifer will notify the homeowners of the board's decision.

13. Adjournment: Meeting was adjourned at ___8:21_ p.m.