



SPECTRUM  
Association Management, LP

**Castlewood Homeowners' Association, Inc.**

**Board of Directors Meeting Minutes**

**Wednesday, June 21, 2017 at 7:00 pm**

**3420 Fairfield Lane**

1. **Call to Order:** Meeting was called to order at 7:05 pm
2. **Roll Call –** Quorum was established with 3 of 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 <input type="checkbox"/> Tony Leone, President	Present <input type="checkbox"/> Not Present <input checked="" type="checkbox"/> Mike Murphy, Vice President
Present <input checked="" type="checkbox"/> Not Present <input 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"/> Amy Alsaffar, Director	Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/> Jared Lacy, Community Mgr.
3. **Approval of the May 2017 Meeting Minutes –** Amy read the minutes from May 2017, A Motion was made by Amy to approve the minutes, seconded by Cris, with all in favor the motion was carried.
4. **Open Forum –** Mr. Bailey wanted to know any feedback from the Memorial Day BBQ. Tony responded.
5. **Presidents Report –** Nothing to report
6. **Financial Review/Treasurer's Report –** Tony presented the financial report for May 2017. Jared will transfer the money that is due from reserve to the operating account after the final financials have been pulled. The total to be transferred will be \$5328.00.
  - a. Operating – EOM for May \$141,059.33 , Reserve - EOM May \$211,450.49
  - b. Operating – As of June 20<sup>th</sup> - \$124,911.46, Reserve – As of June 20<sup>th</sup> \$211,450.49
7. **Community Mgr. Report –** gave a report on the INS claim, pool repairs and the clubhouse agreement. A motion was made by Amy to delay any work being done that has to do with the INS claim until fall time because of the heat. Seconded by Cris and will all in favor the motion was carried. The quote to fix the pool for \$235.00 was approved by all board members present. And we will table the Clubhouse Agreement until the July 2017 meeting.
8. **New Business –** The Design Guideline for signs in front yards will be tabled until the July meeting when all board members are present. Jared presented a quote from Up Right Construction to install a telescopic attic ladder in the men's bathroom with a J-hook and pole to pull the ladder down and put it up so that it will keep anyone from entering the attic from the men's bathroom. A motion was made by Cris to approve the quote with the j-hook attachment to be installed in the men's bathroom, seconded by Amy and with all in favor the motion was carried.
9. **Old Business –** The final bids for the patio on the clubhouse will be voted on at the July 2017 board meeting. Jared will also get Roberts Pool Service, whom built the Pavilion to quote the patio.



**SPECTRUM**  
Association Management, LP

**Castlewood Homeowners' Association, Inc.**

**Board of Directors Meeting Minutes**

**Wednesday, June 21, 2017 at 7:00 pm**

**3420 Fairfield Lane**

**10. Executive Session Summary** – Tony gave a brief overview of an incident that happened at the pool on Thursday June 15<sup>th</sup> and informed the board that the parents of all involved are working this issue out. Amy mentioned that the parents should sign a waiver releasing the HOA from any involvement if the parents will be working this out on their own. Jared will have Vinay with HOAF draw these papers up and have the parties sign the waiver. Cris made a motion to remove the current basketball's and purchase pool appropriate water basketball's. Seconded by Amy and with all in favor the motion was carried. Jared will replace the Basketball's ASAP. Jared then proceed to go over the aging report, violation report and the resale report with the board. went over the Aging report with the board and the next steps that would be voted on next month. Jared also gave an update on violations in the neighborhood and on the homes, that were sold in April 2017.

**11. Adjournment:** Meeting was adjourned by Tony at 8:11 pm