



SPECTRUM  
Association Management, LP

**Castlewood Homeowners' Association, Inc.**

**Board of Directors Meeting Minutes**

**Wednesday, March 22, 2017 at 7:00 pm**

**3420 Fairfield Lane**

1. **Call to Order:** Meeting was called to order at 7:01 pm
2. **Roll Call:** All Board members were present except Amber Coddington
  - A. Establish Quorum- Quorum was established with 4 of 5 of the board members present.
  - B. Proof of Notice – Emailed on March 1<sup>st</sup>, March 8<sup>th</sup>, March 15<sup>th</sup> and March 21<sup>st</sup>.
  - C. Introduction of Board Members & Community Manager

Present ✓ Not Present ___ Tony Leone, President	Present ✓ Not Present ___ Mike Murphy, Vice President
Present ✓ Not Present ___ Cris Manning, Secretary	Present ___ Not Present ✓ Amber Coddington, Treasurer
Present ✓ Not Present ___ Amy Alsaffar, Director	Present ✓ Not Present ___ Jared Lacy, Community Mgr.
3. **Approval of the February 2017 Meeting Minutes:** Mike Murphy read the February 2017 minutes from the floor. A Motion was made by Mike to approve the minutes, seconded by Amy, with all in favor the motion was carried.
4. **Open Forum:** Amy asked about the patio add on at the back of the clubhouse, the board along with one homeowner went out back and talked about 2 different specs to give to contractors to get bids. Jared will get 3 bids in time for the April meeting so we can go over them then. The pavilion will be rented out in 4 hour blocks.
5. **Presidents Report:** Nothing to report
6. **Financial Review/Treasurer's Report:** Tony presented the financials along with the budget that was uploaded in CINC. Not everything is matching up with the GL codes and the budget. Tony and Jared will work on this together and try to get it synced up. End of Month for February the operating account had \$162,965.53 and the money market had \$ 211,413.20. Tony asked if we can change the title of the Capital Improvement fee to a transfer fee. Jared will contact Jamie Bledsoe and see what can be done.
7. **Community Mgr. Report:** Jared have a brief over view of the month on facilities including the new ISmartAlarm that was installed, getting ready for pool season and his meeting with Robert's pool service, the budget being uploaded in CINC and the new system being used for ACC request. Jared will email the ACC Committee and get approval to remove SmartWebs and continue with the CINC system. Jared will also get with Amber Coddington and get the swim team schedule so the board can approve it. A motion was made by Amy to remove the 18% delinquent interest charge, seconded by Mike, with all in favor the motion was carried.
8. **New Business:** Jared discussed to bid that he received to resurface both the tennis courts and the basketball court. Mike made a motion to approve the bid from Masterpiece, seconded by Amy, with all in favor the motion was carried. Jared will ask when the best time to resurface everything would be.
9. **Old Business:** No old business to discuss
10. **Executive Session Summary:** Executive Session was called to order at 7:46 pm



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- a. Aging Report: Jared gave a brief report on the aging report and will have the Admin fee that was charged to homeowners that paid in February removed on Spectrum's behalf. Since we were not able to start the HOA collections until March.
- b. Violation Report: Jared went over the violation report from the last site drive, He will focus on Yards & trees, fences and Trash cans on his site drive for the next quarter. While also focusing on other things that are violations in the neighborhood.
- c. Jared discussed resales for December through February.

11. **Adjournment:** 8:25 pm