



SPECTRUM  
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, November 15, 2017 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order:** Meeting was called to order at \_6:58\_ 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 type="checkbox"/> Not Present <input checked="" type="checkbox"/> Amy Alsaffar, 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"/> Kyle Banke, Community Mgr.
  
3. **Approval of the October 2017 Meeting Minutes –** Cris read the minutes from October 2017, A Motion was made by Mike to approve the minute, seconded by Amber, with all in favor the motion was carried.
  
4. **Financial Review/Treasurer's Report –** Amber presented the financial report for October 2017.
  - a. Operating – EOM for October \$54,191.23 Reserve - EOM October \$215,857.08
  - b. Operating – As of November 13<sup>th</sup> \$41,340.31, Reserve – As of November 13<sup>th</sup> \$208,657.87
  
5. **Community Mgr. Report –**
  - a. Followed up with Master System Courts, audited work, and scheduled for re-finishing of issues.
  - b. Went through the clubhouse office, tidied up, and re-organized all items within.
  - c. Resolved all plumbing issues including hot water heater, women's toilet, and sink.
  - d. Contacted Spectrum Cable and received price of service, calculated savings and reported to the board.
  
6. **New Business –**
  - a. Brick wall vendor comparison.
    - i. *Board wants to know how many panels need immediate attention. Austin is to contact the three brick vendors and see how much they would charge to repair the panels in need of immediate attention and get a quote for year to year repairs for the next 5 years.*
  
  - b. Drainage issue between Buckingham and Huddersfield Crest.
    - i. *Austin is to have Andy's come inspect the drainage issue and locate where it is coming from and find out who is liable for the drainage issue.*
  
  - c. Worn out swing set.
    - i. *Tony motioned to buy the Full Bucket Swing Seat priced for \$84.95 and replace the worn-out seat, seconded by Amber, with all in favor the motion was carried.*



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**Board of Directors Meeting Minutes**

**Wednesday, November 15, 2017 at 7:00 pm**

**3420 Fairfield Lane**

- d. Frontier Communication vs. Spectrum Business
  - i. *Mike motioned to sign a 2-year contract with Frontier Communication paying \$253.98 +Tax/Mo. for the phone lines, TV, and internet bundle, seconded by Amber, with all in favor the motion carried.*
  
- e. Metro Landscape Maintenance Inc./ACC Committee Luncheon
  - i. *Austin is to get bids for feeding 20 people from Old House BBQ and Rudy's for luncheon at the Clubhouse on December 5, 2017 at 11:30AM. Austin is to report bids to the Board to choose which vendor they will go with.*

**7. Old Business –**

- a. Insurance ACV vs. RCV
  - i. *Austin discussed how Castlewood has an RCV policy but a ACV roof endorsement is in effect since we are in a hail prone area.*
  - ii. *Austin is to find out more information regarding the soft metal clause.*

**8. Executive session**

- a. Aging Report: Austin gave a brief summary on the aging report and the actions that must be taken to pursue delinquent accounts.
- b. Violation Report: Austin went over the violation report from the last site drive.

**9. Adjournment: Meeting was adjourned at \_8:17\_ pm**



**Balance Sheet**  
Castlewood Homeowners' Association, Inc.  
End Date: 11/30/2017

Date: 12/15/2017  
Time: 9:46 am  
Page: 1

	Operating	Reserve	Total
<b>Assets</b>			
<b>Current Assets</b>			
FCB Bank Operating	\$49,115.80	\$0.00	\$49,115.80
FCB Bank Money Market	\$0.00	\$192,981.93	\$192,981.93
<b>Total: Current Assets</b>	<b>\$49,115.80</b>	<b>\$192,981.93</b>	<b>\$242,097.73</b>
<b>Accounts Receivable</b>			
Accounts Receivable	\$3,757.49	\$0.00	\$3,757.49
Due from Reserve	\$4,619.08	\$0.00	\$4,619.08
<b>Total: Accounts Receivable</b>	<b>\$8,376.57</b>	<b>\$0.00</b>	<b>\$8,376.57</b>
<b>Other Assets</b>			
Prepaid Insurance	\$1,855.95	\$0.00	\$1,855.95
Prepaid Taxes	\$1,729.00	\$0.00	\$1,729.00
<b>Total: Other Assets</b>	<b>\$3,584.95</b>	<b>\$0.00</b>	<b>\$3,584.95</b>
<b>Total: Assets</b>	<b>\$61,077.32</b>	<b>\$192,981.93</b>	<b>\$254,059.25</b>
<b>Liabilities &amp; Equity</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$4,647.73	\$0.00	\$4,647.73
Payable to Operating	\$0.00	\$4,619.08	\$4,619.08
Accrued Expenses	\$3,050.94	\$0.00	\$3,050.94
Deferred Revenue	\$20,800.00	\$0.00	\$20,800.00
Prepaid Assessments	\$7,575.19	\$0.00	\$7,575.19
Prepaid Land Lease Income	\$0.00	\$10,927.00	\$10,927.00
A/P Spectrum Collections	\$3,549.75	\$0.00	\$3,549.75
Unclaimed funds	\$43.30	\$0.00	\$43.30
<b>Total: Current Liabilities</b>	<b>\$39,666.91</b>	<b>\$15,546.08</b>	<b>\$55,212.99</b>
<b>Equity</b>			
Reserve Funding	\$0.00	\$148,953.00	\$148,953.00
Retained Earnings	\$19,017.11	\$0.00	\$19,017.11
<b>Total: Equity</b>	<b>\$19,017.11</b>	<b>\$148,953.00</b>	<b>\$167,970.11</b>
<b>Total Net Income Gain / Loss</b>	<b>\$2,393.30</b>	<b>\$28,482.85</b>	<b>\$30,876.15</b>
<b>Total: Liabilities &amp; Equity</b>	<b>\$61,077.32</b>	<b>\$192,981.93</b>	<b>\$254,059.25</b>



**Income Statement - Operating**  
 Castlewood Homeowners' Association, Inc.  
 11/30/2017

Date: 12/15/2017  
 Time: 9:46 am  
 Page: 1

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>OPERATING INCOME</b>							
<b>Income</b>							
4110-00 Homeowner Assessment	\$20,830.00	\$20,799.92	\$30.08	\$230,315.00	\$228,799.12	\$1,515.88	\$249,599.00
4120-00 Acquisition Assessment	-	300.00	(300.00)	-	3,300.00	(3,300.00)	3,600.00
4135-00 Capital Improvement Fee	200.00	-	200.00	3,600.00	-	3,600.00	-
4210-00 Late Fee Income	-	62.50	(62.50)	11.20	687.50	(676.30)	750.00
4220-00 Fine Income	230.00	-	230.00	290.00	-	290.00	-
4225-00 Land Lease Income	-	910.58	(910.58)	-	10,016.38	(10,016.38)	10,927.00
4240-00 Newsletter Income	-	50.00	(50.00)	110.00	550.00	(440.00)	600.00
4245-00 Legal Fee Income	-	83.33	(83.33)	-	916.63	(916.63)	1,000.00
<b>Total Income</b>	<b>\$21,260.00</b>	<b>\$22,206.33</b>	<b>(\$946.33)</b>	<b>\$234,326.20</b>	<b>\$244,269.63</b>	<b>(\$9,943.43)</b>	<b>\$266,476.00</b>
<b>Misc Income</b>							
4230-00 Key Fob/Card Income	-	-	-	50.00	-	50.00	-
4235-00 Rental Income	250.00	250.00	-	2,525.00	2,750.00	(225.00)	3,000.00
4240-00 Collection Processing Fee	-	83.33	(83.33)	-	916.63	(916.63)	1,000.00
4400-00 Misc. Income	-	16.67	(16.67)	-	183.37	(183.37)	200.00
<b>Total Misc Income</b>	<b>\$250.00</b>	<b>\$350.00</b>	<b>(\$100.00)</b>	<b>\$2,575.00</b>	<b>\$3,850.00</b>	<b>(\$1,275.00)</b>	<b>\$4,200.00</b>
<b>Total OPERATING INCOME</b>	<b>\$21,510.00</b>	<b>\$22,556.33</b>	<b>(\$1,046.33)</b>	<b>\$236,901.20</b>	<b>\$248,119.63</b>	<b>(\$11,218.43)</b>	<b>\$270,676.00</b>
<b>OPERATING EXPENSE</b>							
<b>Maintenance</b>							
5110-00 A/C & Heat Repairs	-	41.67	41.67	-	458.37	458.37	500.00
5111-00 Maintenance - Electrical	-	125.00	125.00	1,161.19	1,375.00	213.81	1,500.00
5112-00 Carpentry Repairs	-	35.00	35.00	-	385.00	385.00	420.00
5113-00 Carpet Cleaning	-	48.25	48.25	433.92	530.75	96.83	579.00
5114-00 Painting Exterior	-	83.33	83.33	-	916.63	916.63	1,000.00
5115-00 Painting Interior	-	16.67	16.67	-	183.37	183.37	200.00
5116-00 Pool Maint/ Repair-non contracted	565.60	208.33	(357.27)	2,997.74	2,291.63	(706.11)	2,500.00
5117-00 Signs	107.17	29.17	(78.00)	1,015.25	320.87	(694.38)	350.00
5120-00 Recreation/Playground	(7,593.50)	25.00	7,618.50	913.03	275.00	(638.03)	300.00
5125-00 Tennis Court Repairs	-	33.33	33.33	694.90	366.63	(328.27)	400.00
5129-00 Plumbing Repairs & Maintenance	338.80	65.00	(273.80)	338.80	715.00	376.20	780.00
5130-00 Misc. Repairs/Maintenance	129.79	62.50	(67.29)	745.04	687.50	(57.54)	750.00
5150-00 Irrigation Maint/ Repairs	-	150.00	150.00	1,981.78	1,650.00	(331.78)	1,800.00
5155-00 Fence Repairs	-	166.67	166.67	-	1,833.37	1,833.37	2,000.00
5160-00 Backflow Testing	-	-	-	119.08	-	(119.08)	-
<b>Total Maintenance</b>	<b>(\$6,452.14)</b>	<b>\$1,089.92</b>	<b>\$7,542.06</b>	<b>\$10,400.73</b>	<b>\$11,989.12</b>	<b>\$1,588.39</b>	<b>\$13,079.00</b>
<b>Utilities</b>							
5205-00 Gas	48.72	65.00	16.28	614.26	715.00	100.74	780.00
5210-00 Electric	588.91	625.00	36.09	5,783.08	6,875.00	1,091.92	7,500.00
5220-00 Water/Sewer	3,520.59	2,833.33	(687.26)	30,675.40	31,166.63	491.23	34,000.00
5235-00 Cable/Internet	382.02	-	(382.02)	3,772.34	-	(3,772.34)	-
<b>Total Utilities</b>	<b>\$4,540.24</b>	<b>\$3,523.33</b>	<b>(\$1,016.91)</b>	<b>\$40,845.08</b>	<b>\$38,756.63</b>	<b>(\$2,088.45)</b>	<b>\$42,280.00</b>
<b>Administrative</b>							
5310-00 General Administrative	-	-	-	739.33	-	(739.33)	-
5320-00 Postage	-	100.00	100.00	-	1,100.00	1,100.00	1,200.00
5325-00 Mgmt./Admin Staff	4,843.75	4,947.92	104.17	43,593.74	54,427.12	10,833.38	59,375.00
5340-00 Telecommunications	-	525.00	525.00	913.48	5,775.00	4,861.52	6,300.00
5342-00 Cell phone/lpad Data Plan	-	-	-	862.61	-	(862.61)	-
5345-00 Social Committee	683.25	709.17	25.92	7,984.59	7,800.87	(183.72)	8,510.00
5355-00 Travel	-	45.83	45.83	-	504.13	504.13	550.00
5360-00 Office Supplies	179.88	125.00	(54.88)	281.96	1,375.00	1,093.04	1,500.00
5365-00 Collections	-	83.33	83.33	-	916.63	916.63	1,000.00
5370-00 Dues & Subscriptions	-	-	-	206.92	-	(206.92)	-
5375-00 Licenses/Permits/Filing Fees	-	4.17	4.17	-	45.87	45.87	50.00
5410-00 Management Fee	850.00	850.00	-	9,350.00	9,350.00	-	10,200.00
5420-00 Audit/Accounting	250.00	412.50	162.50	2,725.00	4,537.50	1,812.50	4,950.00



**Income Statement - Operating**  
 Castlewood Homeowners' Association, Inc.  
 11/30/2017

Date: 12/15/2017  
 Time: 9:46 am  
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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
5430-00 Legal-General	\$-	\$166.67	\$166.67	\$387.76	\$1,833.37	\$1,445.61	\$2,000.00
5560-00 Income Taxes	-	-	-	2,300.00	-	(2,300.00)	-
5580-00 Bad Debts	-	125.00	125.00	206.30	1,375.00	1,168.70	1,500.00
5830-00 Meeting Expense	-	52.08	52.08	627.87	572.88	(54.99)	625.00
5831-00 Newsletter	512.28	265.00	(247.28)	3,219.56	2,915.00	(304.56)	3,180.00
<b>Total Administrative</b>	<b>\$7,319.16</b>	<b>\$8,411.67</b>	<b>\$1,092.51</b>	<b>\$73,399.12</b>	<b>\$92,528.37</b>	<b>\$19,129.25</b>	<b>\$100,940.00</b>
<b>Contract Services</b>							
5140-00 Landscape Maintenance Contract	2,690.38	2,884.50	194.12	29,594.32	31,729.50	2,135.18	34,614.00
5410-00 Pest Control	214.34	105.83	(108.51)	1,286.04	1,164.13	(121.91)	1,270.00
5420-00 Contracted Pool Maintenance	757.75	960.75	203.00	11,816.44	10,568.25	(1,248.19)	11,529.00
5425-00 Security/Alarm Systems	-	30.00	30.00	391.22	330.00	(61.22)	360.00
5445-00 Contracted Porter Service	757.75	757.75	-	9,093.00	8,335.25	(757.75)	9,093.00
<b>Total Contract Services</b>	<b>\$4,420.22</b>	<b>\$4,738.83</b>	<b>\$318.61</b>	<b>\$52,181.02</b>	<b>\$52,127.13</b>	<b>(\$53.89)</b>	<b>\$56,866.00</b>
<b>Parts &amp; Supplies</b>							
5510-00 A/C & Heat Supplies	-	7.08	7.08	-	77.88	77.88	85.00
5520-00 Carpentry Supplies	-	6.67	6.67	-	73.37	73.37	80.00
5530-00 Cleaning Supplies	147.76	83.33	(64.43)	377.14	916.63	539.49	1,000.00
5540-00 Electrical/Lighting Supplies	-	41.67	41.67	-	458.37	458.37	500.00
5550-00 Hardware	-	10.00	10.00	-	110.00	110.00	120.00
5560-00 Paint Supplies	-	12.50	12.50	-	137.50	137.50	150.00
5570-00 Plumbing Supplies	116.36	33.33	(83.03)	116.36	366.63	250.27	400.00
5580-00 Pool Supplies	-	83.33	83.33	-	916.63	916.63	1,000.00
5590-00 Misc. Parts/Supplies	-	50.00	50.00	770.45	550.00	(220.45)	600.00
<b>Total Parts &amp; Supplies</b>	<b>\$264.12</b>	<b>\$327.91</b>	<b>\$63.79</b>	<b>\$1,263.95</b>	<b>\$3,607.01</b>	<b>\$2,343.06</b>	<b>\$3,935.00</b>
<b>Insurance</b>							
5540-00 Insurance	618.65	651.33	32.68	7,158.00	7,164.63	6.63	7,816.00
<b>Total Insurance</b>	<b>\$618.65</b>	<b>\$651.33</b>	<b>\$32.68</b>	<b>\$7,158.00</b>	<b>\$7,164.63</b>	<b>\$6.63</b>	<b>\$7,816.00</b>
<b>Reserve Expenses</b>							
6300-00 Transfer to Reserve	-	3,813.33	3,813.33	49,260.00	41,946.63	(7,313.37)	45,760.00
<b>Total Reserve Expenses</b>	<b>\$-</b>	<b>\$3,813.33</b>	<b>\$3,813.33</b>	<b>\$49,260.00</b>	<b>\$41,946.63</b>	<b>(\$7,313.37)</b>	<b>\$45,760.00</b>
<b>Total OPERATING EXPENSE</b>	<b>\$10,710.25</b>	<b>\$22,556.32</b>	<b>\$11,846.07</b>	<b>\$234,507.90</b>	<b>\$248,119.52</b>	<b>\$13,611.62</b>	<b>\$270,676.00</b>
<b>Net Income:</b>	<b>\$10,799.75</b>	<b>\$0.01</b>	<b>\$10,799.74</b>	<b>\$2,393.30</b>	<b>\$0.11</b>	<b>\$2,393.19</b>	<b>\$0.00</b>



**Income Statement - Reserve**  
 Castlewood Homeowners' Association, Inc.  
 11/30/2017

Date: 12/15/2017  
 Time: 9:46 am  
 Page: 3

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>RESERVE INCOME</b>							
<b>Income</b>							
4051-00 Interest Income - Reserve	\$12.17	\$-	\$12.17	\$134.88	\$-	\$134.88	\$-
<b>Total Income</b>	<b>\$12.17</b>	<b>\$-</b>	<b>\$12.17</b>	<b>\$134.88</b>	<b>\$-</b>	<b>\$134.88</b>	<b>\$-</b>
<b>Misc Income</b>							
4236-00 Contribution To Reserves	-	3,813.33	(3,813.33)	49,260.00	41,946.63	7,313.37	45,760.00
<b>Total Misc Income</b>	<b>\$-</b>	<b>\$3,813.33</b>	<b>(\$3,813.33)</b>	<b>\$49,260.00</b>	<b>\$41,946.63</b>	<b>\$7,313.37</b>	<b>\$45,760.00</b>
<b>Total RESERVE INCOME</b>	<b>\$12.17</b>	<b>\$3,813.33</b>	<b>(\$3,801.16)</b>	<b>\$49,394.88</b>	<b>\$41,946.63</b>	<b>\$7,448.25</b>	<b>\$45,760.00</b>
<b>RESERVE EXPENSE</b>							
<b>Reserve Expenses</b>							
5120-00 Common Area Repair & Maintenance	15,688.11	-	(15,688.11)	2,993.12	-	(2,993.12)	-
6025-00 Landscape Improvements	768.56	-	(768.56)	9,759.70	-	(9,759.70)	-
6030-00 Community Center	7,199.21	-	(7,199.21)	8,159.21	-	(8,159.21)	-
<b>Total Reserve Expenses</b>	<b>\$23,655.88</b>	<b>\$-</b>	<b>(\$23,655.88)</b>	<b>\$20,912.03</b>	<b>\$-</b>	<b>(\$20,912.03)</b>	<b>\$-</b>
<b>Total RESERVE EXPENSE</b>	<b>\$23,655.88</b>	<b>\$-</b>	<b>(\$23,655.88)</b>	<b>\$20,912.03</b>	<b>\$-</b>	<b>(\$20,912.03)</b>	<b>\$-</b>
<b>Net Reserve:</b>	<b>(\$23,643.71)</b>	<b>\$3,813.33</b>	<b>(\$27,457.04)</b>	<b>\$28,482.85</b>	<b>\$41,946.63</b>	<b>(\$13,463.78)</b>	<b>\$45,760.00</b>



**Income Statement Summary - Operating**

Castlewood Homeowners' Association, Inc.

Fiscal Period: November 2017

Date: 12/15/2017

Time: 9:46 am

Page: 1

Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>OPERATING INCOME</b>													
<b>Income</b>													
4110-00 Homeowner Assessment	\$20,800.00	\$21,325.00	\$21,325.00	\$21,010.00	\$20,860.00	\$20,845.00	\$20,830.00	\$20,830.00	\$20,830.00	\$20,830.00	\$20,830.00	\$-	\$230,315.00
4135-00 Capital Improvement Fee	-	600.00	600.00	600.00	400.00	-	-	-	400.00	800.00	200.00	-	3,600.00
4210-00 Late Fee Income	(230.00)	-	290.70	-	(9.75)	-	-	(39.75)	-	-	-	-	11.20
4220-00 Fine Income	-	-	-	-	-	-	-	-	-	60.00	230.00	-	290.00
4240-00 Newsletter Income	-	-	-	-	-	-	110.00	-	-	-	-	-	110.00
<b>Total Income</b>	<b>20,570.00</b>	<b>21,925.00</b>	<b>22,215.70</b>	<b>21,610.00</b>	<b>21,250.25</b>	<b>20,845.00</b>	<b>20,940.00</b>	<b>20,790.25</b>	<b>21,230.00</b>	<b>21,690.00</b>	<b>21,260.00</b>	-	<b>234,326.20</b>
<b>Misc Income</b>													
4230-00 Key Fob/Card Income	-	-	-	-	-	40.00	-	10.00	-	-	-	-	50.00
4235-00 Rental Income	250.00	50.00	50.00	600.00	400.00	250.00	50.00	175.00	-	450.00	250.00	-	2,525.00
<b>Total Misc Income</b>	<b>250.00</b>	<b>50.00</b>	<b>50.00</b>	<b>600.00</b>	<b>400.00</b>	<b>290.00</b>	<b>50.00</b>	<b>185.00</b>	-	<b>450.00</b>	<b>250.00</b>	-	<b>2,575.00</b>
<b>Total OPERATING INCOME</b>	<b>20,820.00</b>	<b>21,975.00</b>	<b>22,265.70</b>	<b>22,210.00</b>	<b>21,650.25</b>	<b>21,135.00</b>	<b>20,990.00</b>	<b>20,975.25</b>	<b>21,230.00</b>	<b>22,140.00</b>	<b>21,510.00</b>	-	<b>236,901.20</b>
<b>OPERATING EXPENSE</b>													
<b>Maintenance</b>													
5111-00 Maintenance - Electrical	-	-	156.25	61.68	-	178.07	-	765.19	-	-	-	-	1,161.19
5113-00 Carpet Cleaning	-	-	144.64	-	-	-	144.64	-	144.64	-	-	-	433.92
5116-00 Pool Maint/Repair-non contracted	-	-	-	979.67	-	-	653.97	219.31	92.06	487.13	565.60	-	2,997.74
5117-00 Signs	-	-	75.85	-	832.23	-	-	-	-	-	107.17	-	1,015.25
5120-00 Recreation/Playground	-	-	-	-	-	109.43	-	277.92	487.79	7,631.39	(7,593.50)	-	913.03
5125-00 Tennis Court Repairs	694.90	-	-	-	-	-	-	-	-	-	-	-	694.90
5129-00 Plumbing Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	338.80	-	338.80
5130-00 Misc. Repairs/Maintenance	-	135.30	-	-	-	-	-	105.56	-	374.39	129.79	-	745.04
5150-00 Irrigation Maint/Repairs	-	-	-	611.78	244.91	-	-	569.59	-	555.50	-	-	1,981.78
5160-00 Backflow Testing	-	119.08	-	-	-	-	-	-	-	-	-	-	119.08
<b>Total Maintenance</b>	<b>694.90</b>	<b>254.38</b>	<b>376.74</b>	<b>1,653.13</b>	<b>1,077.14</b>	<b>287.50</b>	<b>798.61</b>	<b>1,937.57</b>	<b>724.49</b>	<b>9,048.41</b>	<b>(6,452.14)</b>	-	<b>10,400.73</b>
<b>Utilities</b>													
5205-00 Gas	87.39	61.68	118.49	50.08	47.23	56.61	48.02	48.02	48.02	-	48.72	-	614.26
5210-00 Electric	310.39	329.87	270.87	231.36	279.74	603.49	786.36	767.21	856.07	758.81	588.91	-	5,783.08
5220-00 Water/Sewer	740.74	174.60	235.12	204.36	421.10	4,561.12	5,516.88	4,958.05	4,993.89	5,348.95	3,520.59	-	30,675.40
5235-00 Cable/Internet	346.11	329.42	334.02	334.02	334.23	337.62	338.84	344.01	340.88	351.17	382.02	-	3,772.34
<b>Total Utilities</b>	<b>1,484.63</b>	<b>895.57</b>	<b>958.50</b>	<b>819.82</b>	<b>1,082.30</b>	<b>5,558.84</b>	<b>6,690.10</b>	<b>6,117.29</b>	<b>6,238.86</b>	<b>6,458.93</b>	<b>4,540.24</b>	-	<b>40,845.08</b>
<b>Administrative</b>													
5310-00 General Administrative	(580.22)	-	-	-	62.89	-	1,066.00	-	190.66	-	-	-	739.33
5325-00 Mgmt./Admin Staff	4,843.75	4,843.75	4,843.75	4,843.75	4,843.75	4,843.75	4,843.75	-	2,421.87	2,421.87	4,843.75	-	43,593.74
5340-00 Telecommunications	228.37	-	-	228.37	-	-	228.37	-	-	228.37	-	-	913.48
5342-00 Cell phone/lpad Data Plan	119.68	121.32	119.63	120.03	60.00	65.00	121.64	135.31	-	-	-	-	862.61
5345-00 Social Committee	4,053.90	-	51.16	-	1,268.23	1,048.76	-	253.26	-	626.03	683.25	-	7,984.59



### Income Statement Summary - Operating

Castlewood Homeowners' Association, Inc.

Fiscal Period: November 2017

Date: 12/15/2017

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Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
5360-00 Office Supplies	\$-	\$-	\$-	\$-	\$-	\$98.83	\$-	\$3.25	\$-	\$-	\$179.88	\$-	\$281.96
5370-00 Dues & Subscriptions	-	-	206.92	-	-	-	-	-	-	-	-	-	206.92
5410-00 Management Fee	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	-	9,350.00
5420-00 Audit/Accounting	1,225.00	-	-	-	-	-	1,250.00	-	-	-	250.00	-	2,725.00
5430-00 Legal-General	-	300.00	-	-	(9.74)	67.50	-	30.00	-	-	-	-	387.76
5560-00 Income Taxes	-	-	-	2,300.00	-	-	-	-	-	-	-	-	2,300.00
5580-00 Bad Debts	-	-	50.00	-	-	-	60.00	96.30	-	-	-	-	206.30
5830-00 Meeting Expense	-	-	-	-	-	-	-	-	-	627.87	-	-	627.87
5831-00 Newsletter	-	533.93	533.93	-	-	-	560.74	566.40	-	512.28	512.28	-	3,219.56
<b>Total Administrative</b>	<b>10,740.48</b>	<b>6,649.00</b>	<b>6,655.39</b>	<b>8,342.15</b>	<b>7,075.13</b>	<b>6,973.84</b>	<b>8,980.50</b>	<b>1,934.52</b>	<b>3,462.53</b>	<b>5,266.42</b>	<b>7,319.16</b>	-	<b>73,399.12</b>
<b>Contract Services</b>													
5140-00 Landscape Maintenance Contract	2,690.40	2,690.40	2,690.40	5,380.76	-	2,690.40	2,690.40	2,690.40	2,690.38	2,690.40	2,690.38	-	29,594.32
5410-00 Pest Control	-	107.17	-	-	214.34	321.51	(107.17)	321.51	-	214.34	214.34	-	1,286.04
5420-00 Contracted Pool Maintenance	1,515.50	757.75	757.75	757.75	1,391.23	1,244.88	1,244.88	1,244.88	1,244.88	899.19	757.75	-	11,816.44
5425-00 Security/Alarm Systems	-	391.22	-	-	-	-	-	-	-	-	-	-	391.22
5445-00 Contracted Porter Service	2,273.25	-	1,515.50	-	757.75	757.75	757.75	757.75	757.75	757.75	757.75	-	9,093.00
<b>Total Contract Services</b>	<b>6,479.15</b>	<b>3,946.54</b>	<b>4,963.65</b>	<b>6,138.51</b>	<b>2,363.32</b>	<b>5,014.54</b>	<b>4,585.86</b>	<b>5,014.54</b>	<b>4,693.01</b>	<b>4,561.68</b>	<b>4,420.22</b>	-	<b>52,181.02</b>
<b>Parts &amp; Supplies</b>													
5530-00 Cleaning Supplies	-	-	-	-	-	31.34	-	149.33	48.71	-	147.76	-	377.14
5570-00 Plumbing Supplies	-	-	-	-	-	-	-	-	-	-	116.36	-	116.36
5590-00 Misc. Parts/Supplies	109.09	-	257.07	216.40	141.44	5.35	8.66	-	-	32.44	-	-	770.45
<b>Total Parts &amp; Supplies</b>	<b>109.09</b>	-	<b>257.07</b>	<b>216.40</b>	<b>141.44</b>	<b>36.69</b>	<b>8.66</b>	<b>149.33</b>	<b>48.71</b>	<b>32.44</b>	<b>264.12</b>	-	<b>1,263.95</b>
<b>Insurance</b>													
5540-00 Insurance	670.00	670.00	645.15	618.65	618.65	618.65	618.65	842.30	618.65	618.65	618.65	-	7,158.00
<b>Total Insurance</b>	<b>670.00</b>	<b>670.00</b>	<b>645.15</b>	<b>618.65</b>	<b>618.65</b>	<b>618.65</b>	<b>618.65</b>	<b>842.30</b>	<b>618.65</b>	<b>618.65</b>	<b>618.65</b>	-	<b>7,158.00</b>
<b>Reserve Expenses</b>													
6300-00 Transfer to Reserve	49,260.00	-	-	-	-	-	-	-	-	-	-	-	49,260.00
<b>Total Reserve Expenses</b>	<b>49,260.00</b>	-	-	-	-	-	-	-	-	-	-	-	<b>49,260.00</b>
<b>Total OPERATING EXPENSE</b>	<b>69,438.25</b>	<b>12,415.49</b>	<b>13,856.50</b>	<b>17,788.66</b>	<b>12,357.98</b>	<b>18,490.06</b>	<b>21,682.38</b>	<b>15,995.55</b>	<b>15,786.25</b>	<b>25,986.53</b>	<b>10,710.25</b>	-	<b>234,507.90</b>
<b>Net Income:</b>	<b>(48,618.25)</b>	<b>9,559.51</b>	<b>8,409.20</b>	<b>4,421.34</b>	<b>9,292.27</b>	<b>2,644.94</b>	<b>(692.38)</b>	<b>4,979.70</b>	<b>5,443.75</b>	<b>(3,846.53)</b>	<b>10,799.75</b>	-	<b>2,393.30</b>





**Income Statement Summary - Reserve**  
 Castlewood Homeowners' Association, Inc.  
 Fiscal Period: November 2017

Date: 12/15/2017  
 Time: 9:46 am  
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Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>RESERVE INCOME</b>													
<b>Income</b>													
4051-00 Interest Income - Reserve	\$10.82	\$11.35	\$12.56	\$12.16	\$12.57	\$12.16	\$12.42	\$12.90	\$12.79	\$12.98	\$12.17	\$-	\$134.88
<b>Total Income</b>	<b>10.82</b>	<b>11.35</b>	<b>12.56</b>	<b>12.16</b>	<b>12.57</b>	<b>12.16</b>	<b>12.42</b>	<b>12.90</b>	<b>12.79</b>	<b>12.98</b>	<b>12.17</b>	<b>-</b>	<b>134.88</b>
<b>Misc Income</b>													
4236-00 Contribution To Reserves	49,260.00	-	-	-	-	-	-	-	-	-	-	-	49,260.00
<b>Total Misc Income</b>	<b>49,260.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>49,260.00</b>
<b>Total RESERVE INCOME</b>	<b>49,270.82</b>	<b>11.35</b>	<b>12.56</b>	<b>12.16</b>	<b>12.57</b>	<b>12.16</b>	<b>12.42</b>	<b>12.90</b>	<b>12.79</b>	<b>12.98</b>	<b>12.17</b>	<b>-</b>	<b>49,394.88</b>
<b>RESERVE EXPENSE</b>													
<b>Reserve Expenses</b>													
5120-00 Common Area Repair & Maintenance	138.56	200.00	-	-	3,924.65	83.14	-	(17,041.34)	-	-	15,688.11	-	2,993.12
6025-00 Landscape Improvements	-	-	-	324.76	-	-	-	664.67	7,427.98	573.73	768.56	-	9,759.70
6030-00 Community Center	-	-	-	-	-	-	960.00	-	-	-	7,199.21	-	8,159.21
<b>Total Reserve Expenses</b>	<b>138.56</b>	<b>200.00</b>	<b>-</b>	<b>324.76</b>	<b>3,924.65</b>	<b>83.14</b>	<b>960.00</b>	<b>(16,376.67)</b>	<b>7,427.98</b>	<b>573.73</b>	<b>23,655.88</b>	<b>-</b>	<b>20,912.03</b>
<b>Total RESERVE EXPENSE</b>	<b>138.56</b>	<b>200.00</b>	<b>-</b>	<b>324.76</b>	<b>3,924.65</b>	<b>83.14</b>	<b>960.00</b>	<b>(16,376.67)</b>	<b>7,427.98</b>	<b>573.73</b>	<b>23,655.88</b>	<b>-</b>	<b>20,912.03</b>
<b>Net Reserve:</b>	<b>49,132.26</b>	<b>(188.65)</b>	<b>12.56</b>	<b>(312.60)</b>	<b>(3,912.08)</b>	<b>(70.98)</b>	<b>(947.58)</b>	<b>16,389.57</b>	<b>(7,415.19)</b>	<b>(560.75)</b>	<b>(23,643.71)</b>	<b>-</b>	<b>28,482.85</b>