

Castlewood Homeowners' Association, Inc.
2016 Annual Meeting Minutes
Saturday, December 10, 2016 at 10:00 am
Castlewood HOA Clubhouse
3420 Fairfield Lane
Highland Village, TX 75077

1. **Call to Order** 10:00 am

2. **Roll Call**

- A. Establish Quorum- per section 3.4 of the Castlewood HOA Bylaws, the presence in person or by proxy of Members representing 10% of the votes shall constitute a quorum, with a total of 46 Proxies and 8 Homeowners present quorum was established.
- B. Proof of Notice – Proof of Notice was shown.
- C. Introduction of Board Members & Community Managers
- | | |
|---|---|
| Present ___ Not Present <input checked="" type="checkbox"/> Tony Leone, President | Present <input checked="" type="checkbox"/> Not Present ___ Mike Murphy, Vice President |
| Present <input checked="" type="checkbox"/> Not Present ___ Cris Manning, Secretary | Present <input checked="" type="checkbox"/> Not Present ___ Amber Coddington, treasurer |
| Present <input checked="" type="checkbox"/> Not Present ___ Amy Alsaffar, Director | Present <input checked="" type="checkbox"/> Not Present ___ Jared Lacy, Community Mgr. |

3. **Financial Review – Treasurer's Report**

- A. Amber Coddington gave a full financial report for the year ending 2015 and also where the Association stood year to date. She also provided an overview of the 2017 approved budget. Assessments will stay at \$650.00 for the 7th year in a row.

4. **Approval of the 2015 Annual Meeting Minutes** – Cris Manning read the 2015 minutes and a motion was made by Mike Murphy, Vice President and seconded by Cris Manning, Secretary, all were in favor and the motion was carried. Both Mike and Cris signed the meeting minutes and gave them to the Community Manager Jared Lacy with Spectrum Association Mgmt.

5. **Election of Board Members**

- A. Nominations from the floor – A motion was made to accept nominations from the floor, with all in favor the motion carried, none were opposed to this motion. No Homeowners were nominated.
- B. Introduction of Candidates: Amber Coddington and Cris Manning, both who are currently serving on the Board of Directors.
- C. With no nominations from the floor, a motion was made to appoint these homeowners to the Board by acclamation, with all in favor the motion carried, none were opposed to the motion.
- D. Election – Both Amber Coddington and Cris Manning were voted back onto the Board of Directors for a 2-year term by acclamation.

6. **Directors Report**

- A. The Architectural Control Committee was recognized for all of their hard work and ensuring that the Community abides by all of the rules set forth by the CC&R's. The Board summarized the accomplishments of 2016 and presented the possible projects for 2017. Kimberley Lyons was also recognized for all the hard work and time that she has put into planning all of the HOA social functions.

7. Question and Answer Period

- A. Homeowners stated there was a toy drive on Saturday and Sunday from 10am – 4 pm and that all toys that were donated would stay in the Community. There will also be a Food Pantry at Marcus High School and Central Elementary.
- B. The newsletter was discussed and the Association will be saving money by only printing the front and back in color. Additionally, the Association will also only be sending out the newsletter 6 times a year moving forward.

8. Adjournment 10:24 am.