



SPECTRUM  
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, April 18, 2018 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order** - Meeting was called to order at 7:00 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 checked="" type="checkbox"/> Not Present <input type="checkbox"/> Susan Aronow, Director	Present <input checked="" type="checkbox"/> Not Present <input type="checkbox"/> Austin Sies, Community Mgr.

Homeowners Lorraine Perry and Virginia Walters were in attendance at the meeting as well.
  
3. **Approval of the March 2018 Meeting Minutes** – Susan read the minutes from March 2018. A Motion was made by Tony to approve the minute, seconded by Susan. With all in favor, the motion was carried.
  
4. **Financial Review/Treasurer's Report** – Amber presented the financial report for March 2018.
  - a. Operating – EOM for March: \$153,844.72, Reserve – EOM March: \$225,978.83
  - b. Operating – As of April 17<sup>th</sup> \$150,644.54, Reserve – As of April 17<sup>th</sup> \$226,008.38
  
5. **Community Mgr. Report** –
  - a. Obtained access to homeowner's backyard through various methods of contact for the Sections I & III repairs of the brick wall.
  - b. Had the soccer field bleachers delivered, assembled, and installed into the soccer fields with proper anchoring.
  - c. Regularly walked the community inspecting it for irrigation leaks.
  - d. Followed up with vendors on projects being completed/to be completed.
  
6. **New Business** –
  - a. Castlewood Summer Tennis Camp
    - i. *Austin presented the proposal for the Castlewood Summer Tennis Camp.*
    - ii. *Mike made a motion to approve the proposal, seconded by Susan. With all in favor, the motion carried.*
  - b. Metro Landscape: Proposal to install 3 inches of mulch to playground/swing area.
    - i. *Austin presented the proposal from Metro to install 3 inches of mulch to the playground/swing area.*
    - ii. *Mike made a motion to approve the proposal, seconded by Amber. With all in favor, the motion carried.*
  - c. Walking Trail/Tennis Court Erosion
    - i. *Austin reported to the board how behind the tennis court and along the walking trail there is erosion taking place in certain areas.*



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- ii. Austin is to reach out to Metro to see what their recommendation is to resolve the issue.*
- d. First Aid Kit for pool
  - i. Austin reported how there aren't any First Aid kits at the pool and recommended purchasing two and mounting them in the pool area in case of an emergency.*
  - ii. Mike made a motion to approve the purchase of two First Aid kits to be mounted in the pool area, seconded by Amber. With all in favor, the motion carried.*
- e. Attic Insulation
  - i. Austin reported how there are only three inches of insulation in areas of the attic for the clubhouse. Along with reporting this, Austin proposed a bid from Renown Construction for installing more insulation.*
  - ii. The board was not interested in the proposal.*
  - iii. Austin said he would receive more bids.*
- f. Ring Buoys and Chlorinators
  - i. Austin presented the proposal from Robert's pool for two Ring Buoys and two new Chlorinators for the pool.*
  - ii. Mike made a motion to approve the proposal, seconded by Susan. With all in favor, the motion carried.*

**7. Old Business –**

- a. Clubhouse Window Treatment
  - i. Homeowner Virginia Walters, in attendance of the meeting, presented her findings for the Clubhouse window treatment. Virginia asked permission to have MJ Drapery come to the clubhouse to obtain dimensions for the windows. The board told Virginia she could come whenever she would like. Virginia will follow up upon further findings.*
- b. Tree on Greenbelt
  - i. Austin followed up with the board about the dead tree on the border of the HOA greenbelt and a homeowner's yard.*
  - ii. After discussion, Mike made a motion to cover the entire cost for the tree removal, seconded by Susan. With all in favor, the motion carried.*
  - iii. Austin is to reach out to Spectrum's Legal department to obtain approval of a drafted letter to be signed by the homeowner informing them that the Association will not be held liable of any damages that could take place to the fence next to the dead tree.*
- c. Master Shingle List
  - i. Austin informed the board that the Modification Committee approved the Master Shingle List proposal.*
  - ii. After discussion, the board decided to table the proposal and asked Austin to add a section in the next newsletter informing homeowners about what projects require approval from the Modification Committee.*

**8. Ratify Prior Actions –**

- a. Approved the second proposal from Infinity Construction for the relocation of the A/C Unit, slab installation, GFCI replacement, and storage container.



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**9. Executive session –**

- a. Aging Report  
*Review/Discuss*
- b. Violation Report  
*Review/Discuss*

**10. Adjournment:** Meeting was adjourned at 8:13 p.m.