

**Castlewood Home Owners Association  
Monthly Board Meeting  
October 17, 2016  
Board Meeting Minutes**

Tony Leone, President  
Mike Murphy, V. President  
Cris Manning, Secretary  
Amber Coddington, Treasurer  
Amy Alsaffar, Director

**Call to Order**

The meeting was called to order 7:00 P.M. by President Tony Leone.

**Establish Quorum**

Quorum was established with Tony, Amber, and Amy present. Also present was CCMC Community Manager Tami Smith.

**Approve Minutes of Previous Meeting**

Amber read from the floor the minutes of September 19th board meeting. Upon a motion duly made and seconded, the minutes were approved.

**Open Floor**

The Board discussed the new management company. The transition date from CCMC will be December 1, 2016.

**President's Report**

No report.

**Treasurer's Report**

Amber presented the financial position for September. Total operating cash was \$89,206.01. Reserves cash was \$144,788.04.

Upon a motion duly made and seconded, a budget of \$3,500 for the Castlewood Twentieth Anniversary New Year's Eve Celebration was approved.

**Manager's Report**

Tami Smith gave a brief report on facilities, including update on Case Baldwin services, New Year's Eve advertisement, Winter newsletter and repairs made to the air conditioner for the clubhouse.

Annual meeting notification information was reviewed and approved. The mailing will go out to all homeowners no later than November 1, 2016.

**Unfinished Business**

No unfinished business.

**New Business**

Board reviewed the 2017 budget. The vote was postponed until more information regarding newsletter expenses and other contract fees could be obtained. The annual assessment will have no increase.

**Executive Session Summary**

Board adjourned to Executive Session at 8:05 P.M. Board reviewed the status of delinquent accounts that are currently being handled by the attorney. The Architectural Control Committee newest member information will be presented in the winter newsletter.

**The meeting was adjourned at 8:25 P.M.**

**Consent Agenda**

10/18/16	Waive rental fee for Valley Creek Church Kid Keepers	4Y, 0N, 1A	<b>approved</b>

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**Board President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date**