

**Castlewood Home Owners Association  
Monthly Board Meeting  
November 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 7:07 P.M. by President Tony Leone.

**Establish Quorum**

Quorum was established with Tony Leone, Amy Alsaffar, Cris Manning and Mike Murphy present. Also present was CCMC Community Manager Tami Smith and Spectrum Management Community Manager Jared Lacy. Amber Coddington was not present.

**Approve Minutes of Previous Meeting**

Cris read from the floor the minutes of October 17th board meeting.  
Upon a motion duly made and seconded, the minutes were approved.

**Open Floor**

The Board welcomed Jared Lacy, the new community manager. The transition date from CCMC to Spectrum Management will be December 1, 2016. Jared will be in the clubhouse office Monday, November 28<sup>th</sup> to begin the transition.

**President's Report**

Upon a motion duly made and seconded, the electronic approval of the 2017 Castlewood Annual Budget was ratified.

**Treasurer's Report**

Tony presented the financial position for October. Total operating cash was \$70,913.34. Reserves cash was \$143,224.03.

**Manager's Report**

Tami Smith gave a brief report on facilities, including an update on Case Baldwin services, the Winter newsletter has been received in homes and landscape company will begin installation of decorations this week.

Annual meeting information was reviewed. There have been twenty four (24) proxies submitted giving authority to the Board of Directors. Blank proxies will be made available at the Cookies with Santa event.

**Unfinished Business**

No unfinished business.

**New Business**

No new Business to discuss.

**Executive Session Summary**

Board adjourned to Executive Session at 8:20 P.M. Board reviewed the status of delinquent account that is currently being handled by the attorney.

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

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**Board President**

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

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

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