

**Castlewood Home Owners Association  
Monthly Board Meeting  
March 16, 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 7:07PM by Vice President Mike Murphy.

**Establish Quorum**

Quorum was established as all board members were in attendance except Mr. Leone. Also present were CCMC Community Manager Melissa Verde, and 5 guests.

**Approve Minutes of Previous Meeting**

Amy read the minutes from February 17 meeting. Amber moved to accept the minutes as written; Amy seconded, and the minutes were approved.

**Open Floor**

Guest speakers included HVPD AOR Officer Steve Stegmeier for a brief local update and recent graffiti incidents; and David Gray from Gray Event Management, who presented (with Kimberley Lyons) options for Castlewood Tennis Academy.

**President's Report**

No report

**Treasurer's Report**

Amber presented the financial position for February. Total operating cash was \$201,802.52. Reserves cash was \$170,716.61. No Reserves expenses for the month.

**Manager's Report**

Melissa Verde gave a facility update including bad drainage area on north jogging trail, proposed sidewalk repairs.

**Unfinished Business**

- Sidewalk Repairs- Reviewed bids from Five Star Contractors and Classic Construction; (Pavecon and Pavement Services both declined to bid based on inaccessible locations);
  - Tabled for more information and visual verification by board.

**New Business**

- Board reviewed Metro proposal to replace dead plants at the south entrance. Amber moved to accept proposal, Amy seconded; and motion passed.
- Board reviewed insurance renewal proposal for 2016-2017, from Davis Dyer Max Insurance. Cris moved to accept the proposal; Amber seconded; and the motion carried.
- Melissa updated the Board on recent activity between HOA and City of Highland Village Public Works Department, regarding bad drainage on green belt, between Sherwood Ln and Castlewood Blvd. Metro to meet with City to confirm no irrigation leaks.
- Board considered Castlewood Tennis Academy proposal. Amy moved to approve the initial family carnival and clinics, with dates to be determined. Cris seconded the motion; the motion carried.
- Board reviewed bids from National Computer Co., Metropolitan Gate, DoorKing, and Orion Access Control to replace the pool gate card reader with web-programmable and PC-programmable options. Cris moved to accept the lowest bid (National Computer Co.) that will work with the existing components, if possible. Amy seconded the motion; and motion carried, with Amber abstaining.

