

Castlewood Homeowners' Association, Inc.

2018 Annual Meeting Minutes

Monday, December 10, 2018 at 6:00 pm

Castlewood HOA Clubhouse

3420 Fairfield Lane

Highland Village, TX 75077

1. **Call to Order:** Tony called the meeting to order at 6:00 pm.

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 43 Proxies and 8 Homeowners present quorum was established.

B. **Proof of Notice**- Proof of Notice was shown.

C. **Introduction of Board Members & Community Manager.**

Present Not Present Tony Leone, President

Present Not Present Mike Murphy, Vice President

Present Not Present Jeff Bailey, Secretary

Present Not Present Amber Coddington, Treasurer

Present Not Present Susan Aronow, Director

Present Not Present Jennifer Hansen Present Not

Present Yumaira Agular Spectrum AM Division Director

3. **Approval of the 2017 Annual Meeting Minutes** – Jeff Bailey read the 2017 Annual Meeting Minutes. A Motion was made by Mike Murphy to approve the minutes, seconded by Susan Aronow, with all in favor the motion carried.

4. **Presidents Report** – Tony Leone reported on the following:

A. Explained the roles and responsibilities of the board.

B. Discussed the accomplishments in 2018, along with the goals and challenges for 2019 including a breakdown of events and expenses for 2018.

C. Recognition was given to the Modification Committee, the Social Committee, the many volunteers who have helped in 2018, and finally to Chris Manning for his time on the board before he had to step down.

5. **Treasurer's Report** – Amber Coddington reported on the following:

A. A summary of expenses through October 31, 2018 was presented.

B. Assessments will remain at \$650 for the 9th year in a row.

C. Explanation of projected expenses for 2019.

D. Full financial report including operating and reserve account balances as of October 31, 2018 and 2017's contribution to reserves as well as the projected amount to be contributed to the reserve account in 2018.

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6. Election of Directors –

- A. Nomination from the floor- No floor nominations were made.
- B. Introduction of Candidates- Jeff Bailey and Amber Coddington were introduced.
- C. Election- Jeff Bailey and Amber Coddington were elected by acclamation.

7. Open Session- O&A –

- A. A homeowner asked about the board's long-term plans for maintenance. Tony Leone explained the reserve study and how areas in need of maintenance and replacement are factored in to the budget.
- B. A homeowner asked about the tenure of the members of the board. Each board member stated the length of time they have served, and the homeowner thanked them for their service.
- C. A homeowner suggested a web-based directory for the neighborhood as well as a Welcome Committee. The community manager will add these suggestions to the January agenda and follow up with the homeowner.
- D. A homeowner thanked the board for the new updates to the clubhouse and the ease of rental for the homeowners. Tony Leone spoke to the reasoning behind keeping the cost of rentals down and for plans to make further improvements to the clubhouse.

8. Adjournment- The meeting was adjourned at 6:24 pm.