



SPECTRUM
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, May 17, 2017 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order:** Meeting was called to order at 7:00 p.m.
2. **Roll Call –** Quorum was established with all members of the board present but Cris Manning.
 - A. Proof of Notice was emailed to all Homeowners and posted on website.
 - B. Introduction of Board Members & Community Manager

Present ✓ Not Present ___ Tony Leone, President	Present ✓ Not Present ___ Mike Murphy, Vice President
Present ___ Not Present ✓ Cris Manning, Secretary	Present ✓ Not Present ___ Amber Coddington, Treasurer
Present ✓ Not Present ___ Amy Alsaffar, Director	Present ✓ Not Present ___ Jared Lacy, Community Mgr.
Present ✓ Not Present ___ David Johnston, Division President	
3. **Approval of the April 2017 Meeting Minutes –** Mike read the minutes from April 2017, motion was made by Mike to approve the minutes with changes seconded by Amy, with all in favor, the motion was carried. Jared will have the revised minutes at the June Board Meeting for the board to sign.
4. **Open Forum –** Nothing to report.
5. **Presidents Report –** Nothing to report.
6. **Financial Review/Treasurer's Report –** Amber and Tony presented the financial report for April 2017. Jared will have the money that was used to fix the fireplace and the pool pump updated to come out of the Reserve account.
 - a. Operating – EOM for April \$159,640.39, Reserve - EOM April \$211,437.92
 - b. Operating – As of May 15 - \$144,085.20, Reserve – As of May 15 \$211,437.92
7. **Community Mgr. Report –** Jared explained the benefits of waiting until June to claim damage. Jared will get clarification if we claim now and have another storm, whether that storm would be covered under the claim already filed or would we have to open another claim. Jared also gave an update on the pool motor that was replaced and will get a bucket for lost and found and will throw it out every Monday should the items not be claimed by the owner. Jared will update the Clubhouse/Pavilion Rental Agreements and submit them to the board via email.
8. **New Business –** When renting the Clubhouse, the Homeowners will be allowed to come in from 6 a.m. until midnight. A motion was made to have Jared work with [REDACTED] on the ACC Committee about what signs are allowed in front yards and a time frame for all other signs.
9. **Old Business –** Jared will get clarification on two of the bids to confirm they were quoted using TREX's wood.
10. **Executive Session Summary –** Jared went over the Aging report with the board and the next steps that would be voted on next month. Jared also gave an update on violations in the neighborhood and on the homes that were sold in April 2017.
11. **Adjournment:** Meeting was adjourned by Tony at 8:17 pm