



SPECTRUM
Association Management, LP

Castlewood Homeowners' Association, Inc.

Board of Directors Meeting Minutes

Wednesday, September 20, 2017 at 7:00 pm

3420 Fairfield Lane

1. **Call to Order**: Meeting was called to order at 7:00 pm.

2. **Roll Call** – Quorum was established with 4 board members present.
 - A. Proof of Notice was emailed to all Homeowners and posted on website.
 - B. Introduction of Board Members & Community Manager.

Present <u>X</u> Not Present <u> </u> Tony Leone, President	Present <u> </u> Not Present <u>X</u> Mike Murphy, Vice President
Present <u>X</u> Not Present <u> </u> Cris Manning, Secretary	Present <u>X</u> Not Present <u> </u> Amber Coddington, Treasurer
Present <u>X</u> Not Present <u> </u> Amy Alsaffar, Director	Present <u>X</u> Not Present <u> </u> Sebastian Dodson, Community Mgr.

3. **Approval of the August 2017 Meeting Minutes** – Cris read the minutes from August 2017, A Motion was made by Amber to approve the minutes with modifications to who was present and add detail to some actions that are taken, seconded by Cris, with All in favor the motion was carried.

4. **Open Forum** –
 - a. Sprinkler head off Castlewood behind Mayfair Ct. needs to be replaced.
 - b. Sebastian is to contact Upright Construction about installing two extra steps on ladder.
 - c. Sebastian is to follow up with David on the I-Pad.
 - d. Sebastian is to get a quote to sod the common area along Castlewood Blvd.

5. **Presidents Report** –
 - a. Austin Sies will be starting October third and will start at Castlewood one week later. The board would like to have an introduction the day before Austin starts.

6. **Financial Review/Treasurer's Report** – Amber presented the financial report for August 2017.
 - a. Operating – EOM for June \$93,160.88, Reserve - EOM June \$222,331.31
 - b. Operating – As of September, 20th \$78,869.56, Reserve – As of September, 20th \$222,331.31

7. **Community Mgr. Report** –
 - a. Assembled one sling and verified a match in color. New slings arrived on Friday.
 - b. Booked Clubhouse for homeowner events and helped with issue resolution.
 - c. Had French drain installed and came up with solutions for ongoing issues.
 - d. Had September's newsletter delivered on time and working on October.

8. **New Business** –
 - a. Little Free Library presentation by Ronan Benford.
 - i. Ronan presented a proposal to build a little free library where residents of Castlewood could pick up and leave books. This is a place that residents could share books freely between one another. The library would possibly be installed near the playground.



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10. Executive session

- a. Aging Report: Sebastian gave a brief summary on the aging report and the actions that must be taken to pursue delinquent accounts.
- b. Violation Report: Sebastian went over the violation report from the last site drive.
 - i. Sebastian is to resolve city/violation issues

11. Adjournment: Meeting was adjourned by __ at _8:18_ pm