

**Castlewood Home Owners Association
Monthly Board Meeting
Tuesday, February 20, 2007
Association Meeting Minutes**

I. Call to Order

The monthly BOD meeting was called to order at 7:09pm by Walter Colquitt.

II. Establish Quorum

Attending the meeting were board members Walter Colquitt, Paula Cuva and Lowell Phipps and a quorum was established. Also attending were community management team Susan Garrett and Jo Lynn Tefft.

III. Approve Minutes of January 2007 Meeting

Paula Cuva read the minutes from the January 16th BOD meeting and they were approved as written by the Board.

IV. Introduction of new On-Site Manager, Jo Lynn Tefft

Walter Colquitt explained to the homeowners present that Andrea Mayo was no longer the On-site Community Manager and he introduced the new Manager, Jo Lynn Tefft to those present and explained that she worked 30 hours per week. One of the things that we will be doing differently with Jo Lynn is that no one will be receiving violations from her so she will be the "nice guy." The violations will come from Susan Garrett. Jo Lynn will be here to help our homeowners.

V. Social Committee Update

Amanda Mitchell was not present to give her Social Committee report, but had emailed it earlier and Jo Lynn read her report "Things are on track, events are in the planning stage, we need volunteers to help, need more residents to attend events (hint hint...good will). Events and sign ups are in the newsletter and we hope to have sign ups online in the near future."

VI. Newsletter (Goals, Direction, Information and Layout)

Everyone discussed what events were in the February and March issues of the newsletter. Andrea Mayo had done the February newsletter and it was currently at the printer. Jo Lynn had a rough draft of the March issue and gave copies to the Board and Susan for their input. Jo Lynn explained that she wanted to get the newsletter back on track and wanted all articles and ads to her no later than the 7th of each month.

Jo Lynn said that she wanted to get more community news and articles in the newsletter, more information instead of just ads. She also said that she had decided to get rid of full page ads after the currently paid-for ads were finished. She said that she was going to raise the prices on the ¼ page to \$50 and ½ page to \$75. Business card ads would stay the same at \$25. Jo Lynn explained that the only full page ad that she currently had was for Remax and that they were getting their ad free for two months due to their ad not running when it was originally scheduled. She also said that after the two months, their full page ad would go down to ½ page. The board had a few suggestions on moving articles, and Jo Lynn said that she could do this. Susan explained that Jo Lynn was using a lot of resources for articles, like Cindy Richter and Lisa at Highland Shores. Lisa had been to Castlewood twice helping train Jo Lynn and Sue from McKinney came down for a day for training. Karen Colquitt asked if Jo Lynn could put an ad in for bridge players and use Karen's phone number and email address as contact.

Open Session was closed at 7:40 p.m._____