

**Castlewood Home Owners Association
Special Monthly Board Meeting
Tuesday, March 29, 2007
Association Meeting Minutes**

I. Call to Order

Due to scheduling issues, the monthly BOD meeting was held on March 29th. This was a special session and was held in the City of Highland Village Meeting Room. The meeting was called to order at 7:17pm by Walter Colquitt.

II. Establish Quorum

Attending the meeting were board members Walter Colquitt, James Richter, Denny Reid, Paula Cuva and Lowell Phipps and a quorum was established. Also attending were community management team Susan Garrett and Jo Lynn Tefft. Judd Austin, the attorney who represents the HOA, was also present. Matthew Kite, the Director of Public Works from the City of Highland Village is here to let us know what is going on with the FM2499 extension and how it will affect Castlewood. In particular, the easements that butt up against FM2499

III. Meeting with City of Highland Village Officials

Walter introduced Matthew Kite with the HV Public Works Department. "We came earlier this week and spoke to your Management Company and asked that we begin a dialogue about three easements we want to acquire on behalf of TXDOT. TXDOT was unable to be here, but I will answer what I can. I have given CCMC a copy of where we are talking about acquiring the three parcels for TXDOT. For those who haven't looked at it, we are talking about two little areas right at the intersection of Castlewood and FM2499 of about 15x15x35 (questions about size). There is a third one slightly to the south that will be used for drainage, approximately 422'x18'. The ones at the corners are for sight distances that TXDOT will need at that intersection for traffic safety regarding the line of sight. We are asking that you dedicate these three easements to the City of HV and we will hold them on behalf TXDOT. If you elect not to do that, you will be offered the fair market value for the three properties in question. Highland Village has committed \$1million for landscaping from FM407 to the bridge. They want a lot of trees, shrubs and color and it will be irrigated. It won't be done until after the road is finished and during the appropriate growing season. As far as the line-of-sight easements, you can have low growing shrubs, flowers, etc., anything under 3'. I will get the recommendations from TXDOT." Matt thinks that the Castlewood stone wall and turrets will be fine. We will lose the split-rail fence and the shrubs on the south side.

There was a lot of discussion about our private trails and Highland Shores' private trails and how 2499 will affect this and what, if anything TXDOT and/or the City of HV will do. We will have further discussions with the City and TXDOT regarding this issue at a later date. There was also discussion concerning noise and noise reduction walls, which will also be discussed at a later date. At this time, a noise wall was not found to be needed by TXDOT. As the road construction time gets closer, we will schedule the City of HV and TXDOT to come back out for a more detailed explanation to the residents of Castlewood.

IV. Approve Minutes of February 2007 Meeting

Paula Cuva read the minutes from the February 20th BOD meeting and they were approved as written by the Board.

V. New Board Member Appointment – James Richter

Walter said “the Board unanimously appointed James. For those of you who haven’t read the into in the newsletter, James has been chairing the Modification Committee for the last two years, has been taking care of our website, and has been working closely with Jo Lynn. He has already done so much for the community and we are glad he is on the Board.”

VI. Social Committee Update

Amanda Mitchell gave the events update “Things are really progressing. Yesterday I received my March newsletter and today I received my April newsletter. I received two phone calls volunteering for events. Jo Lynn has it under control. We are all set for the Easter Egg Hunt and have about 70 signed up so far. The garage sale banner has been ordered and Jo Lynn will put the ad in the paper this week. The Pig Roast is coming up and we have secured the two “pig roasters” and Craig and I will go to Shreveport and pick them up. We will plan a lot of events for the kids, put up the bounce house, have races, etc. We will put pictures of the Easter Egg Hunt in the newsletter.” Susan said to make sure we have signs posted saying “pictures are being taken.”

VII. Open Session

Walter said, “Basically, the way we left the 2499 project is we will ask TXDOT for a survey so we will know what to ask for. We will also ask for clarification on TXDOT’s “improvements” as to what this will be. We are asking them to be present at the next Board Meeting, April 17th. “

Regarding the newsletter, Jo Lynn said she thought it might be a “mailman” problem, as well as a problem with bulk mail at the post office regarding the newsletter delivery. It took 3-1/2 weeks for the March issue to be delivered. We are using a mail house now and the April newsletter was delivered on time. The newsletter is now on our website. There was some discussion about having the newsletter only on the website, but it was decided that at this time it is better to do both. It is a big cost savings using bulk mail and the ads cover a lot of the cost.

Karen Colquitt asked if we were going to start doing the “Yard of the Month” again and to get area nurseries to donate something for the winner. Jo Lynn is going to do research on this.

James would like to get an email “hosting” system so people could change their own emails. It would only cost about \$4.00/month. Residents would be responsible for updating their own information. James said that you would also be able to send emails to all of the residents at once, which would be nice because Jo Lynn has to send out emails now in groups of about 25 so they don’t come back as spam. James and Jo Lynn would also like to get a new template for the website and do a major update. The templates are approximately \$50.00 (one-time fee) and are ready to use. James would like to make the changes when our current website hosting contract is up. James is also currently pulling statistics to see what people are looking at most on the website.

Open Session was closed at 8:40 p.m._____