

**Castlewood Home Owners Association
Monthly Board Meeting
August 19, 2009
Association Meeting Minutes**

Tony Leone, President
Denny Reid, Vice President
Dan Franklin, Treasurer
Gary Bowery, Secretary
Amanda Mitchell, Director

I. Call to Order

The meeting was called to order at 7:00 p.m. by President Tony Leone.

II. Establish Quorum

Attending the meeting were board members Tony Leone, Denny Reid, Gary Bowery, Dan Franklin and Amanda Mitchell and a quorum was established. Also attending was CCMC community manager, Jo Lynn Tefft.

III. Mayor Costa and Members of City Council

Mayor Diane Costa, Councilman Charlotte Wilcox and Councilman Pat Davis attended the meeting and answered questions submitted in advance. See attached for complete list of questions and answers.

IV. Approve Minutes of July 15, 2009 Meeting

Gary Bowery read the minutes from the July 15th BOD meeting. The minutes were approved as written by the board.

V. Open Session

Nothing to report.

VI. President's Report

We are getting ready to start the budget process. The only thing requested at this time is a list of overtime hours for Jo Lynn. The meeting tonight went very well; a good question and answer session.

VII. Treasurer's Report

We were \$147 over budget in July for total operating expenses, mainly due to the water bill and inconsistent meter reading. However, we are \$10,451 under budget for the year.

VIII. Manager's Report

Social Events – Jo Lynn met with Ann Price, coordinator for the Back to School Party. Everything is in order and will be within budget.

Property Update – Metro has the irrigation back up and running at the front entrance. Since there isn't electricity yet, they are manually watering. There have been several irrigation breaks, including a main line break on Castlewood, that have been repaired. The playground needs more mulch and a quote has been requested. The sidewalk in front of the park area has sunk in several areas and Jo Lynn will get quotes to have this repaired. There is also a section of trail off of Sherwood that has sunk. Metro took out a lot of dead limbs in the park and cleaned up this area. Metro did the park cleaning at no charge since they haven't been doing as much maintenance at the front entrance.

Jo Lynn would like to redo the website and will see what the cost will be to hire someone. She would also like to have the board's "wish list" of items to be done next year for budget preparation.

Violation Report – 16 first letters, 5 second letters, three fines and three mows for August.

Delinquency Report – There are two unpaid 2008 assessments; one in bankruptcy, one with a lien. For 2009, there is one approved payment plan; five unpaid assessments (sent final demand pre-foreclosure notices on 8/19 – foreclosure sale on 10/6); and three unpaid late/collection fees and/or attorney fees.

Open Session was closed at 8:00 p.m._____

**Questions submitted to and answered by Mayor Costa
and Councilmen Davis and Wilcox
at the Castlewood HOA/Board Meeting
Wednesday, August 19, 2009**

1. **Where are the sidewalks going to be? Where FM 2499 currently dead ends, will there be paths/sidewalks to get to the shops---Wal-Mart, Shops at Highland Village (movie theater, restaurants, etc.)?**

The City of Highland Village has developed a Trail System Master Plan that identifies the location of our proposed trails through the entire City. The Castlewood Trail will start at the Castlewood Club House, go under FM 2499 (the pedestrian tunnel is currently being constructed), then proceed down to a future tunnel under the Railroad (which will be constructed in 2010) and will tie into the existing Silverthorne Trail that ties into the OPUS development Trail.

2. **What's the speed limit on FM 2499 going to be?**

Design speed of FM 2499 is 40 mph; establishing the actual speed will be based on the speed zone study done by TXDOT. Highland Village has provided TXDOT the speed study conducted in 1999 for Village Parkway/FM 2499. The posted speed limit for FM 2499 will be 40 mph. A new study will be required after the road is completed. TXDOT will not allow any temporary speed limits without a speed zone study. It is possible there may be more than one posted speed limit along FM 2499. The Police Department will be able to utilize their speed monitoring trailer as sections open to educate drivers on proposed speed.

3. **Will traffic controls be installed at Castlewood/Highland Shores Boulevard and FM 2499 soon after construction, or will a traffic study be conducted for a stop light in the future?**

The City of Highland Village has begun the process for a traffic signal warrant at the intersection. It is the City's goal for a traffic signal to be installed and working before the opening of FM 2499. TXDOT will accept projected traffic counts from the Freese & Nichols' study that was conducted in the spring of 2009 for Northwood. Conduit for the signal is not being installed at this time. Design for the signal system is currently under contract. A crosswalk at this location will be controlled by the traffic signal.

4. **What is the timeframe for completion of the FM 2499 project?**

- a. Castlewood Intersection – this is currently about six weeks behind the original timeframe given by TXDOT;
- b. From Castlewood/Highland Shores Boulevard to FM 407;
- c. From the bridge/lake area to Castlewood/Highland Shores Boulevard.

Per the contract, the completion date is April 18, 2011. The contractor is concentrating his efforts on the southern end of the project (from Orchid Hill to FM 407). In the fall of 2009, the City will have a better idea of the timeframe for the completion of this section. It is still undetermined if all lanes will be open from Orchid to FM 407 when the section is complete.

5. **What are the plans for landscaping between the Castlewood brick wall and the new sound wall along FM 2499? Have the drainage problems been resolved? Is the City involved and does the City have any input with TXDOT?**

TXDOT has informed the City that they will not allow any landscaping to be installed on TXDOT's right-of-way prior to their contract being completed with Ed Bell Construction. The area from the back of curb to the right-of-way/fence is reserved for Franchise Utilities by TXDOT. The City has also been informed that any planting materials located in this area may be subject to removal, with no requirement to be replaced. The City does not anticipate the planting of trees on TXDOT's right-of-way. The City will be working on a landscape design for the medians, but this will not start until late 2010 or early 2011. TXDOT is working on all drainage issues in these areas. The City is being consulted on the drainage issues. The enhanced landscaping will be funded by the City of Highland Village, Denton County and TXDOT. The recommended planting season by TXDOT is the fall of 2011 into the spring of 2012.

6. **Will the wall be painted (similar to the wall in Flower Mound)?**

All retaining and structural fill walls will be painted or coated with neutral earth tone colors that will be resistant to graffiti.

7. **For added protection, there is supposed to be an additional retaining wall between the existing TXDOT wall and the road. Will this be a concrete wall or a guard rail? What is the height?**

The concrete structural wall (Barrier) will be five-foot tall.

8. **Since construction on FM 2499 began, residents are having problems with drainage; their yards are constantly wet. They are having problems with their fences and houses shifting. What is the recourse for this? How should they proceed?**

To facilitate this process, it would work best if the HOA manager compiles a list of addresses with drainage issues and forwards it to Mr. Scott Kriston at skriston@highlandvillage.org. Mr. Kriston will see that TXDOT receives the information.

9. **An effort was made by the City to appease Northwood by only allowing entry from northbound FM 2499 traffic. What can be done for Castlewood? What steps need to be done to have several stop signs put up on Castlewood Boulevard? This would help eliminate cross-through traffic, as well as reduce speeding.**

The Highland Village Police Department is monitoring all traffic activities on Castlewood & Northwood. Once the traffic flow has been modified with the opening of FM 2499, appropriate signage will be installed to address all concerns. Citizens on Castlewood will see an immediate improvement.

10. **Can you give an update on the FM 407 construction from Briarhill to Chinn Chapel? It seems to be taking much longer than anticipated.**

TXDOT is proposing to "Let" this section of FM 407 in November 2009. Construction for this section should begin approximately in late January or February 2010. The project will take approximately 12 months to construct.

- 11. What is the status of the gate to close off the trail (pipeline easement) between Castlewood and Highland Shores? Will we be included in the decision-making process (type, color, etc.)? What is the timeframe? Is an overhead walkway still in the future plans? Will we have input on this? Will the current median crosswalk be reconfigured?**

The City has received permission from Explorer Pipeline Company to install a new screening wall (brick construction) and fence (wrought iron) across their pipeline easement. The agreement calls for specific criteria, which must be approved by Explorer Pipeline Company. The wall can not be built on TXDOT right-of-way. The City of Highland Village has budgeted \$150,000 for the design and construction of the new screen walls for Highland Shores & Castlewood. The City has received wall easement agreements with Castlewood and Highland Shores HOA's. The City will begin the design process in October 2009; once design is complete the City will provide plans to both HOA's for comments. Construction should take place in the spring/summer of 2010.

In our Trail System Master Plan an elevated cross walk is identified at this location. During the 2010-2011 budget year, the City will revisit the Master Plan and this project to identify a better cost estimate (currently \$600,000) and establish a new priority for this project.

- 12. With the purchase of the Doubletree Ranch, has the City Trail System for Castlewood been delayed? If so, why and for how long? With Castlewood being at the farthest end of Highland Village, we seem to be the last to get city-wide amenities.**

The Castlewood Trail will not be delayed by the purchase of Double Tree Ranch. We are currently under contract for the design of the Castlewood Trail, but have been delayed due to TXDOT construction activities in the power line easement. We will resume with the design this fall/early winter. Castlewood Trail will be constructed in 2010 at an estimated cost of \$1.3 million. The City will need the assistance of the Castlewood Board to receive appropriate easements. The City will conduct a meeting in late spring to provide the Castlewood residents and the HOA Board the opportunity to review and make comments.

- 13. What do the demographers tell us about Highland Village in 2020 - 2030? It seems we are close to build-out, so will our mix change with more kids leaving the neighborhoods? What is our yearly turnover? Are we a transient area?**

The City of Highland Village will receive new demographic information as a result of the 2010 Census. Currently, the City is 95% built out in residential lots. At one time the average resident stayed in Highland Village for 4.3 years; however, we feel this number will change. Historically, we have been a white collar corporate community that was transferred in and out.

- 14. Can you talk about the potential drilling from adjacent communities (i.e., Copper Canyon) and what impact you think it will have on Castlewood and Highland Village? What recourse does Highland Village have against drilling across city lines? Is anything else being considered and if so, will residents be informed?**

Your voice and the City's voice can be heard during Copper Canyon's Public Hearing on the Drilling permit. We have no power in causing mitigation, or influence on a City issuing a permit to drill. We will provide factual information once there is an application to the Town of Copper Canyon for a permit.

- 15. When do our police officers finally get newer cars, and stop driving clunkers? We have a great police department; let's give them the tools they need.**

Our current vehicle replacement policy replaces police cars between 80,000 to 100,000 miles. We have a proactive maintenance program and we feel confident that our vehicles provide the proper longevity and safety needed for our patrol officers.

- 16. During the annual Red, Hot, and Blue event, is it possible to open the park shores to boaters who would like to buy food, etc.? The City could make good money from boaters who would like to join the fun from other parts of the lake.**

Due to the fireworks, this is not possible. The City must provide (insurance requirements) a protective zone-1,000 foot radius from the ignition point, 24 hrs prior to the event. The City can not allow any boats or swimmers to access the ramp or beach area.

- 17. Can the City communicate weekly with the Castlewood HOA on the progress of the 2499 project?**

Currently the City puts out a weekly update on FM 2499 in Weekly Highlights, then this is posted to the City Web on the following Monday, I do not want to create a different report or document. It is recommended that the HOA copy and paste this info and pass it on. Most certainly I [Mayor Costa] will have Scott communicate with the Manager on a daily or weekly basis on their issues, such as (Sprinkler issues, intersection construction, drainage issues and etc.....)

- 18. Castlewood HOA would like a copy of the Precinct 3 monthly meeting notes, so they can forward them on to their members.**

That can be done, but I [Mayor Costa] would request either the HOA Property Manger or a Board member attend the Precinct 3 meeting, this is a open meeting. The explanations given with the report provides the full details of the projects, just forwarding the report and notes leads to an interpretation that can be a misunderstood and then forwarding that on to residents I feel can lead to miscommunication.

- 19. HOA wanted to know if a temporary fence could be constructed where the wrought iron fence will eventually go at the intersection of the Trail and FM 2499. The concern was the time difference between the opening of the road and the construction of the wrought iron fence.**

If the HOA Board would like a Temporary Fence they can do that them selves. That section of Trail is theirs that is private property; the City can not take responsibility for the fence on private property or on TXDOT ROW.

- 20. There was a concern about the Castlewood Trail and the amenities. They would like to have a trail similar to what was built in the Chapel Hills subdivision, with benches, lights and water fountains.**

Most certainly, it will be a mirror image of all our trails.

- 21. A question was asked about sound barrier walls on FM 2499. If the traffic on the road goes over projection, will that warrant another review of need for sound barrier walls? Also, if and when FM 2499 goes to six lanes will another sound barrier warrant study be done?**

No other study will be done, even when it goes to six lanes.

22. **A suggestion was made to plant construction grade bamboo between the interior and exterior walls. According to this resident, this plant grows almost anywhere, is impossible to kill and makes a great sound and visual screen. Can we check into the possibility of this plant being used in this area [between the walls]? By the way, this is the plant on the North Dallas Tollway near Highland Park.**

TXDOT does have allowable plant species that can be planted in TXDOT ROW, as well as City allowable plant species. Bamboo is not listed as allowable. I [Councilman Davis] have seen that in Highland Park and if I recall, it is most likely on private property, which would be allowable.

23. **There was concern about traffic backing up on Highland Shores Boulevard and Timbercrest in the mornings. A suggestion was made that a traffic signal be placed at this intersection. (Resident understands that this is a police decision and does not involve the council.)**

A warrant study would have to be done to verify if a traffic signal is needed.

24. **Please explain the Northwood entrance and a timeframe of when the curb will be taken out. I understand that the City is looking at options for this and the curb will eventually be taken out and only northbound FM 2499 traffic will be able to turn right on Northwood. Will you be able to go straight from Castlewood into Northwood? Will there just be a sign on southbound FM 2499 saying "no left turn" onto Northwood, or will the median be designed to prohibit left turns and going straight across from Castlewood into Northwood?**

At our July meeting with TXDOT, we covered several issues with the project and at that time there was no mistake with the intersection - everything was to plan and there was no issue with the grade differential. About two weeks later the contractor poured the new concrete and left the curb in place through the intersection. We questioned TXDOT and were informed it was a contractor error. In the last two weeks, TXDOT had the contractor lay sod in this area to stop erosion and provide bank stabilization which was needed, so it appears now to be finished and the intersection will not be tied together.

The following statement is from TXDOT at our request about the intersection of Northwood & FM 2499:

Until we get the design [from engineers], we are not going to be able to give a very accurate schedule for Northwood. I [Tina Massey with TXDOT] suspect since we need to resolve easements with the adjacent property owners it will be one of the last intersections to be completed. I have also gotten a few phone calls about the intersection and I have told them that we are in the process of a redesign and it will likely involve some regrading on the adjacent properties. Once we get the design, I will forward a copy for your review, and hopefully with a design in hand to show the homeowners maybe that will resolve some of their concerns.

The intersection will allow all movements except southbound left turns.