

**Castlewood Home Owners Association
Monthly Board Meeting
April 20, 2011
Association Meeting Minutes**

Tony Leone, President
Denny Reid, Vice President
Gary Bowery, Secretary
Mike Murphy, Treasurer
James Richter, 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, Mike Murphy, Gary Bowery and James Richter and a quorum was established. Also attending was community manager, Jo Lynn Tefft.

III. Approve Minutes of March 16, 2011 Meeting

Gary Bowery read the minutes from the March 16th BOD meeting. The minutes were approved as written by the board.

IV. Open Session

Shelli LaCaze and Larry Legg from the Modifications Committee met with the board to discuss policies and procedures, and changes to the Design Guidelines.

V. President's Report

Tony Leone discussed signing the access letter to the City of Highland Village to finish the trail from where it currently ends to FM 2499.

VI. Treasurer's Report

The March financials were favorable and under budget. We were \$119 over budget in total revenue and \$1,670 under budget in expenses (due primarily to utility costs; inconsistent meter readings).

VII. Manager's Report

Social Events – Kimberley Lyons chaired the Easter Party and it was a huge success. Total cost of the party was \$438, budget was \$450. Amanda Mitchell is going to chair the Pig Roast and everything is on schedule.

Property Update – Spring color is in and post and pre-emergent and fire ant control has been done. Two more pampas grass will be added to Castlewood Boulevard.

The manufacturer of the current playground equipment, Grounds for Play, came out on March 16 and inspected the playground equipment. They are going to give a quote to refurbish the existing equipment and add a few pieces. Quotes have also been requested from Child's Play and Kraftsman. The handrail was repaired on the current playground equipment.

Masterpiece repaired the concrete at the tennis courts.

Stratus installed 12 soffit vents and two end caps at the clubhouse; built out closets for better storage; and re-calked the two restrooms for a cost of \$989.

The pool furniture was pressure washed and placed and the showers de-winterized by Roberts Pool for \$250.

The Pepsi machine will be repaired before the pool opens on May 1st.

Quotes will be obtained for repairing cracks in the clubhouse ceiling and walls and complete painting of the clubhouse.

Violation Report – 31 first letters; 2 second letters; 3 fine letters and 4 nice yard letters.

Delinquency Report – 14 unpaid assessments; 2 late/collection fees; and 2 partial payments. A letter will be mailed out from the HOA prior to sending late accounts to the attorney.

Modification Report – 5 applications were submitted.

VIII. New Business

Modification Appeal - 03-0003 1102 03 - A motion was made and the board voted to ratify the Modification appeal.

Account Adjustment – 03-0003 1203 04 - A motion was made and the board voted to write off \$200.16 on this account due to foreclosure.

Review Drainage/Erosion Quotes – A motion was made and the board voted to accept the two proposals by Metro (erosion - \$220.32 and drainage - \$1,394.28) based on the type of sod to be used and if any irrigation work is included.

Review Final Reserves Study Update – the final was received by Criterium Dotson.

IX. The next meeting is scheduled for June 15, 2011.

X. The meeting was adjourned at 8:30 p.m.



Tony Leone, Board President

5/18/11

Date



Gary Bowery, Board Secretary

18 May 11

Date