

Castlewood Connection

January 2009

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Upcoming Events

- FM 2499 & Castlewood
Closure Meeting**
January 8
- HOA/Board Meeting**
January 21
- Mardi Gras Party**
February

Reminders

Monthly HOA Meeting is the 3rd Wednesday of each month

On-site Management
Office Hours:
Mon-Tues, Thurs-Fri: 8:30a - 4:00p
Wed: 11:00a - 6:00p

Advertising Deadline
All ads, business and classifieds, must be submitted no later than the 20th of the month prior to publication

HAPPY NEW YEAR



Thank you to resident
Larry Legg, aka
Santa!

Castlewood

3420 Fairfield Lane
Highland Village, TX 75077
Phone: 972-317-2457
Fax: 972-317-5889
manager@castlewoodhoa.com
Website: www.castlewoodhoa.com

2009 Board of Directors

Gary Bowery
garybowery@castlewoodhoa.com

Dan Franklin
danfranklin@castlewoodhoa.com

Tony Leone
tonyleone@castlewoodhoa.com

Amanda Mitchell
amandamitchell@castlewoodhoa.com

Denny Reid
dennyreid@castlewoodhoa.com

Modifications Committee

Craig Mitchell, Chairman
Shelli LaCaze
Holly Xenios
Stephen Engel

Meets first Monday of the month.
Please go to the website to print
and fill out an application for any
exterior home improvements.

Management Company

Capital Consultants Management Corp.
Central Division Office
2301 West Plano Parkway, Suite 100
Plano, TX 75075
469-246-3500

Manager, Jo Lynn Tefft
manager@castlewoodhoa.com
972-317-2457

Advertising Rates

Business Card - \$25
¼ Page - \$50
½ Page - \$75
Full Page - \$100

discount on 3, 6 or 12 months

Board Report - The following was taken from the 2008 Annual Meeting:

2009 Castlewood Budget Narrative

The HOA Board members have worked hard to prepare a budget for 2009. In preparing the budget we have taken many things into consideration, including 2008 expenses, actual performance compared to budgeted figures, staffing concerns, current economic conditions and how they will most likely impact expenses in 2009.

In this narrative I will highlight the most significant changes and the decision making process behind them. The budget is configured with the revenue section at the beginning, but since the revenue number is driven by the anticipated expense numbers, I will go through the expense sections before talking about the revenue needs. We also made changes to the budget format to condense and simplify it. This may be a little confusing during this presentation, so please write down your questions and we will address them after the presentation. This will help keep the meeting time as short as possible for you.

General and Administrative Expenses

Management/Admin Staff (on site property manager) - In 2008 this was set at \$35,072. We budgeted an increase of \$6,915. This is the larger of two expense increases in this category. The reason we felt it necessary to give the on site manager a raise is due to her performance in the last year. Her weekly schedule this year was for her to work 30 hours. She has consistently worked more hours than that and it has been obvious that it has been necessary in order for her to be most effective. She has been instrumental in managing our resources so effectively that we realized a budget savings of over \$20,000 in 2008. We will need her continued commitment to performing at this level and feel that she has earned the pay increase; this is not a merit raise, it is based solely on her performance this year. Another factor in our decision is that she could take a position in another community that will pay her more hours per week and we don't feel that replacing her would be beneficial to our community since she has displayed the willingness and ability to do a great job.

Porter/Maid Staff (Angel - on site general maintenance worker) - This was moved from Repairs and Maintenance section to General and Administrative. This will cause a difference of about \$24,000 from the 2008 budget, but the differences balance out. This was budgeted at \$22,880 for 2008 and we increased this to \$24,190 for 2009 for an increased amount of \$1,310. Additionally, this is a charge for his services directly from CCMC so we had no control over that. He has a great attitude and performs all tasks as directed in more than satisfactory manner. All other line items in General and Administrative Expenses are budgeted lower than 2008 for a savings of \$1,561.

Contract Services - The only change in this section is in Pool Service. This number shows an increase of \$3,600, but is actually a net savings when we get a little farther down in the maintenance section.

Repairs and Maintenance - The only budgeted increase in this section is an additional \$150 for site signage. We increased this as a result of comments on our survey that we needed to do a better job of communicating about upcoming events. We intend to have more visible signage in advance of events. All other items were cut for a total savings in this section of \$13,820.

Parts and Supplies - We made significant budgetary cuts in this section as well. We only increased the budget on one item by \$100. All other items were cut for a total savings in this section of \$7,260.

Utilities - We don't anticipate any drastic changes in utilities after discussing them with the various utility suppliers before we prepared this budget. We anticipate no change or slight savings of around \$700 from 2008.

Insurance - After discussions with the various insurance providers we determined that we will spend about \$900 more in 2009 for insurance coverage.

Reserve Replacement - Reserve funds are supposed to be maintained at a level of about \$100,000 for a community of this size. These funds are maintained to cover replacement of major community amenities when they reach the end of their useful life. These items would include tennis courts, playground equipment, parking lots, soccer field equipment, fencing, clubhouse roof, swimming pool resurfacing, etc. This fund had been almost completely depleted in past years due to operational shortfalls. We developed a four-year plan to replenish this fund to the correct level. In 2008 we budgeted for, and achieved, a \$30,000 increase in this contribution. We have included \$27,000 for this fund in the 2009 budget. We were going to make it \$30,000 again, but we backed it off in order to keep our HOA assessments increase under 5%.

Revenue - As I stated at the beginning of this narrative, revenue needs are determined by the total expense number. After all budget considerations we saw a net increase in expenses, including the reserve contribution, of \$8,140 for a total of \$253,535.

This revenue requirement is what dictated the 4.92% (\$30) increase in our HOA dues.

Budget Comparison and Year-to-Date Performance Summary

	<u>2008</u>	<u>YTD 11/30</u>	<u>2009</u>
Revenue	* \$275,232	\$220,303	\$253,535
G&A Expenses	111,398	71,757	109,828
Contract Services	44,257	37,258	47,857
Repairs/Maintenance	24,565	36,844	10,345
Parts/Supplies	9,540	6,334	2,280
Utilities	49,828	39,071	49,083
Insurance	6,216	5,86	7,142
Reserve Contribution	\$ 30,000	\$ 30,000	\$ 27,000
Total Revenue	\$275,232	\$233,623	\$253,535
Total Expenses	\$275,804	\$197,040	\$253,535
N.O.I	\$ (572)	\$ 23,263	\$ 0

* Includes \$26,112 Special Assessment to replenish Reserve Fund.

After 10 months we saw that we were going to end up with a surplus of over \$20,000 due to lower than expected costs. We were not only able to make the full reserve contribution, we were also able to make some much needed upgrades and repairs to amenities, which we had not anticipated being able to do.

Castlewood 2008 Annual Meeting

2008 Accomplishments:

Social Events (very well attended):

- Easter Egg Hunt
- 2nd Annual Pig Roast
- 4th of July Blast
- Back to School Party
- Halloween Party
- Breakfast with Santa

Repaired major irrigation leaks (broken lines, valves) in multiple locations

Removed several large dead trees

Erosion control along Castlewood Boulevard

Updated front entrance landscaping

Planted 22 knockout rose bushes in front entrance

Added color beds in front of clubhouse

Professionally installed Holiday lights at front entrance and clubhouse

Removed debris from creek

New outside trash container for soccer field

Installed new sidewalk along Castlewood Boulevard

Installed timers on the pool pumps

Resurfaced basketball and tennis courts

Painted entire wrought iron fence around pool and patio

Painted tennis court light poles

Painted basketball goal posts

Installed new basketball goals

Installed two benches at tennis courts

Installed two "tennis butlers" at tennis courts

Refelted pool table and new cue sticks

Repaired surround sound system in clubhouse

Bought new Christmas tree and decorations

2009 Goals and Objectives:

Install security cameras at pool

Install security lighting at playground

Evaluate need for pool aggregate/concrete repair

Evaluate need to resurface pool

Evaluate need for pool pumps replacement

Evaluate need for brick repair at front entrance

Evaluate need for additional covered area at pool

Challenges:

Continuous repair of aging irrigation system

Ongoing repair of fences and turrets

Common area drainage issues

Ongoing repair/upkeep of creek and creek bridge

Vandalism of pool and pool furniture

Castlewood 2009 Board Members:

Gary Bowery
Dan Franklin
Tony Leone
Amanda Mitchell
Denny Reid



Elections will be held at the January Board Meeting (Wednesday, January 21) in Executive Session to determine officers.

2009 New Office Hours:

Mon, Tue, Thur, Fri - 8:30a - 4:00p
Wed - 11:00a - 6:00p

FM 2499 and Castlewood/Northwood Closure Info Meeting Thursday, January 8, 2009 7:00pm at the Castlewood Clubhouse

Tricia Hoffmann is the point person for disseminating information and collecting signatures on the petition to close in Castlewood from 2499 traffic. This meeting is open to all residents and we hope you can attend.

Please come with your questions, concerns and comments regarding this issue. The first step in this process is to let the Board know where the residents stand on this issue. Your support or opposition will give the Board insight to the concerns residents have and allow them to consider all views before going to the City with our united decision. It is understood that there will never be 100% of residents for or against any issue our neighborhood faces. This meeting is designed to educate all residents to the facts and figures this issue presents.

If you have any questions prior to the meeting on January 8th, please contact Tricia Hoffmann at 972-740-4108 or Tricia@TeamNelson.com.

Welcome Our Newest Castlewood Residents

Michael & Jamie Acosta
3407 Sherwood Lane

Jeffrey & Angela Hudson
3406 Buckingham Lane

Brandon & Heather Meiner
3406 Sherwood Lane

Dale & Kathryn Parker
3303 Mayfair Lane



COMMUNITY EVENTS YEAR-AT-A-GLANCE

February 2009 - Mardi Gras - Adults Only

April 2009 - Easter Party

May 2009 - Pig Roast

August 2009 - Back to School Party

October 2009 - Halloween

December 2009 - Christmas Party



Shayla Ryder

Cooper Elite Certified Personal Trainer

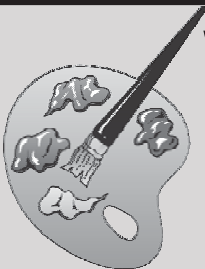
Phone: (214) 577-9641

Email: ShaylaRyder@ShaylaRyder.com

www.ShaylaRyder.com

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Winter Art Classes Now Enrolling!

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For More Information Contact:

Cindy Hodge

3415 Huddersfield Crest
Highland Village, TX 75077

972-317-2080

214-636-5833

Men's Faith Group
Friday Mornings from 6:30a-7:20a
Castlewood Clubhouse

Currently reading/discussing "The Shack"
For more info, contact Brent Lyon at
brentlyon@verizon.net

HELP! Still Needed!

**Social Events Coordinator
and Volunteers if
Events are to Continue!**

You may not be aware, but social events are not covered in the management contract with CCMC. Events are strictly a volunteer position. Unless we receive volunteers and a social events coordinator for 2009, events will be cancelled. It is not in Jo Lynn's job description to do events.

Amanda Mitchell has done a fantastic job the last couple of years as events coordinator. She is pursuing other avenues and it's time for someone else to take the lead. If you are interested in the social events coordinator or a volunteer position, please contact Jo Lynn at 972-317-2457 or manager@castlewoodhoa.com.

CPR & Health Care Provider Classes The Highland Village Fire Department

Thursday, January 8th
Thursday, February 5th

The Highland Village Fire Department conducts monthly CPR and Healthcare Provider training classes for our residents and those in the neighboring communities. All classes are taught by the Highland Village firefighters who are certified by the American Heart Association as instructors. These courses are American Heart Association based modules designed to educate all ages in the proper method of assisting someone in cardiac arrest. The cost is \$25 for residents of Highland Village and \$45 for non-residents to attend the CPR class. The cost for HealthCare Provider is \$35 for residents and \$55 for non-residents. Call or e-mail the Fire Department for more information or to sign up. Classes are usually scheduled monthly from 6:00 p.m. - 9:00 p.m.



New to the Area?

Please visit the City of Highland Village website at <http://www.highlandvillage.org> for information on:

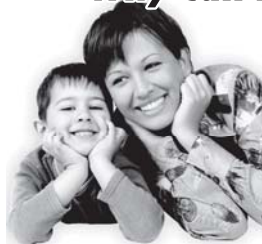
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- animal care
- city events
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The City of Highland Village

Resolution**RUN**

5k benefiting Highland Village Trail System

5K Run/Walk & **5K Four-Legged-Friend Walk**

Saturday, January 17

Market Place at Highland Village Office Suites
Behind Wal-Mart, 1 block north of 407 on 2499

9:00am - 5K Start 9:15am - Dog Start

Register On-Line
www.HVPF.com or at
www.terrafirmapromo.com/events/resolution
Or Register at the
City of Highland Village
 Parks & Recreation Office, 1000 Highland Village
 972.317.7430




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Castlewood Homeowners Association
3420 Fairfield Lane
Highland Village, TX 75077

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Calling All Castlewood Cajuns!



We have a Mardi Gras Party tentatively scheduled in February and we need Cajun help. If you are willing to cook up your favorite Cajun dish and share ideas on how to make this an unforgettable event, or want to be the **Castlewood Cajun Coordinator**, please contact Jo Lynn at 972-317-2457 or manager@castlewoodhoa.com.

**For the Mardi Gras event to take place,
we need volunteers ASAP!**