

Castle Hill HOA Board Meeting

Date: May 21, 2009

Call to Order: 7:08 pm

Attending: Raina Smith, Scott Atwood, and Karen Tucker

Review of Minutes: Minutes from March 3 meeting were reviewed and accepted.

Financial Report:

General reserves: \$44,348.04 (this includes gas lease deposit)

Unpaid dues for 2009: 6 properties remain with outstanding dues. Late fees are being assessed monthly.

Committee Reports:

ACC - Two letters were sent out – one regarding weeds in a flower bed (remedied by the property owner) and one regarding fence repair (no action has been taken by the homeowner to repair so the Board will move forward to repair the fence).

Audit – Committee position remains open. A financial audit needs to be completed in July for presentation at the annual meeting. Scott volunteered to perform the audit unless someone else volunteers.

Communications – 2nd quarter newsletter went out in April; the next one will go out in July.

Landscape – The landscaping at the entry to the subdivision was changed this year by Webbs – much improved.

Flags - Dann Munro and Charlie Osborne have volunteered for this committee with Dann to serve as the chair. Flags have been purchased and delivered to Dann. The flags will fly at the entrance on appropriate flag holidays.

Ongoing Business:

Website – The homeowners were notified via email on March 5, 2009, regarding the new HOA website. The 2nd quarter newsletter has been added to the site. Minutes from 2009 meetings will be posted. A new section for Yard of the Month has been added and will include pictures of the winners (April winner has been added).

Yard of the Month – April: James & Ruth Atwood, 319 Castle Hill Drive, May: Nichols, 200 Flagstone Drive

Unfinished Business:

305 Castle Hill Drive – the property will sell at auction on June 2. Scott will look into this for the Board.

Gas lease deposit – what are the plans for this money? Possible options include an investment account.

Official copy of by-laws – Karen is unable to locate the original copy in the files she was given. A copy will be brought to the next meeting and signed to make them an original copy.

New Business:

Late fee procedure – To be rolled out at the annual meeting in August. Beginning in 2010: dues are to be paid in full by January 31. On Feb 1, a \$50 late fee will be assessed. On the first of each month thereafter, a \$25 late fee will be assessed. Dues still outstanding on May 1 will be subject to a lien fee and a collection fee as the board will file a lien to recover on the property to recover the outstanding dues.

Lawyer – We currently have a lawyer on retainer who practices in Fort Worth. The Board will consider moving this to a lawyer in Burleson.

Meeting adjourned: 8:20 pm