

CASTLE HILL BURLESON HOMEOWNERS' ASSOCIATION, INC.

BOARD MEETING HELD AT CHARLES OSBORNE'S

DECEMBER 16, 2010

Charlie called the meeting to order at 6:32 p.m.

Attending: Sharon Ives, Charles Osborne and Mike Dorety

Approval of previous meeting minutes: Sharon submitted the meeting minutes of October 27, 2010 for approval. Charlie made a motion to approve the minutes as submitted. Mike seconded. Passed.

Financial Report: Sharon submitted the financial statements as of November 30, 2010 with a balance of \$6112.58 in the operating checking account and \$32,380.21 in the Money Market / Reserve Fund account. Mike made a motion to approve the financials as submitted. Charlie seconded. Motion passed.

Outstanding 2010 late fees on dues were discussed pertaining to 315 Flagstone Dr. Sharon stated that she invoiced, yet again, for the late assessments and also mailed the 2011 dues invoice with the 2010 late fees.

Committee Reports:

ACC – Sharon mailed the violation notice, certified mail return receipt requested, to 208 Flagstone for the swing set in the driveway. The swing set has been removed.

Audit – no report

Communications – newsletter items for the 1st quarter newsletter will need to be submitted to Sheri by the end of January 2011.

Landscape – The front entrance Christmas lights were installed on December 1. Mark Hall was delayed on installing the lights before Thanksgiving. It was also noted that the HOA will need to purchase additional lighting before Christmas 2011.

Yard of the Month – No report. Will resume in March 2011.

Old Business:

305 Castle Hill – Sharon presented the documents from the attorney of the findings regarding the title abstract. Sharon also presented the invoice from Jim McMullen for \$175. Charlie made a motion to pursue the necessary steps on the foreclosure process, as outlined in the attorney's recommendations. Mike seconded. Motion passed.

Flag Pole lighting – lights are fixed with the cover and lock.

Charlie presented an outline of the procedures regarding the late fees on the dues assessment. Sharon made a motion to accept those procedures as presented. Mike seconded. Motion passed. Charlie will update the form letters to be used in the future regarding violations.

We discussed hiring an HOA attorney, Steve Smith, to assist us in updating our Articles, By-laws and deed restrictions. Sharon will set up a meeting for us to meet with Mr. Smith.

Charlie has left several messages with the City's representative regarding the street marker signs being 9" instead of 6". Charlie will try sending an email.

Sharon submitted updates for the web site to Bob Kenney. Web site is up to date. It was suggested that we have a "visitor counter" placed on our web site to track the amount of people assessing our site.

We discussed setting a minimum dollar amount for the Reserve Funds, per Covenants, Sec. 4.4. After review, it was decided that a minimum amount is not required.

Sharon discussed that the HOA finally received the replacement check from Wells Fargo on 300 Flagstone for the 2009 dues.

New Business:

Houses for sale/lease: – 213 Flagstone (Crawford) still vacant.

Sharon stated that all the 2011 dues invoices were mailed around Thanksgiving, thanks to Ms. Bain volunteering. Out of the 76 lots, 27 have paid as of today.

Sharon presented a draft of the 2011 Budget. The budget was approved as discussed.

Sharon presented an estimate from Rod Shaw, Texas Built Retaining Walls, to make the necessary repairs to the HOA retaining walls located at 851 Bridle Path and 319 Castle Hill. The HOA will be responsible on paying half of those charges. The estimate is \$750 for the HOA and \$375 each for Bridle Path and Castle Hill for a total of \$1500. Charlie made a motion to accept the bid. Mike seconded. Motion passed.

Sharon discussed the fees charged by Rasco & Rasco in completing the HOA's federal tax return and the state's franchise tax return. Sharon stated the HOA could save a couple hundred dollars by switching CPA firms. Mike made a motion to hire Coby Reece, CPA to complete our 2010 HOA returns. Charlie seconded. Motion passed.

We discussed an email from one of the HOA members regarding various signs in yards which is a violation of Covenants Sec. 7.12 (q). Mike will speak with 804 Castle Hill.

We discussed an email received from a local representative from Kraftsman Commercial Playground equipment. We decided not to consider placing playground equipment in the HOA Park due to potential liability.

The Board discussed terminating the legal services provided by Cecilia Thomas. Her retainer agreement requires a 30 day notice. All three officers signed a termination letter dated December 17, 2010 terminating her services. The legal representation she provided on 305 Castle Hill was not filed properly and cost the HOA unnecessary funds.

Next meeting scheduled will be in February 2011, date and place has not been determined. We will need to discuss the outstanding dues.

With no further business to discuss, the meeting was adjourned at 8:02 p.m.

Prepared By:

Sharon Ives
Secretary/Treasurer