

CASTLE HILL BURLESON HOMEOWNERS' ASSOCIATION, INC.

BOARD MEETING HELD AT SCOTT ATWOOD'S

SEPTEMBER 16, 2010

Sharon called the meeting to order at 7:00 p.m.

Attending: Sharon Ives, Charles Osborne, Mike Dorety, Scott Atwood

Approval of previous meeting minutes: Scott submitted the meeting minutes of August 12, 2010 for approval. Sharon approved the minutes as submitted.

Financial Report: Sharon submitted the financial statements as of August 31, 2010 with a balance of \$7807.33 in the operating account and \$32,322.38 in the money market account. Charlie made a motion to approve the financials as submitted. Mike seconded. Motion passed.

Outstanding 2010 dues were discussed. Fritz-Werner at 208 Castle Hill were paid by a donor, Merk at 301 Flagstone sent their balance due, Engleka at 216 Flagstone in the process of being sold (should collect current dues and transfer fee), 305 Castle Hill in process of itemizing bill from day one to submit, 315 Flagstone owes the \$50 late fee which was invoiced and mailed twice.

Committee Reports:

ACC - Scott mailed a violation notice to 208 Flagstone for the swing set in the driveway, as reported by HOA member.

Audit – no report

Communications - we need to prepare and send the 3rd quarter newsletter. Sheri will assist. The new incoming President will write a letter from the Board.

Landscape – looking fairly good, no report.

Yard of the Month – September 2010 went to 311 Flagstone (Landers)

Old Business:

Flag pole lighting was completed on Sept. 9 for \$550

Unfinished Business:

Sharon still in the process of compiling an itemized list for billing to submit on 305 Castle Hill Dr.

Late Fee Procedure – now that the by-laws have been properly signed, we need to review procedures regarding late fee collection and lien process.

Updating the By-laws and Deed Restrictions - this was put on hold due to no volunteers. We will run again in the next newsletter.

Texas Franchise Tax Notices – Sharon had the CPA (Rasco & Rasco) investigate on why we were receiving two notices with two different EIN numbers. Sharon called the Comptroller's office which told her the data was entered by the Secretary of State's office (SOS). She called the SOS office and explained the situation and they will change the address on the incorrect entity.

New Business:

Appointment of New Board Members – Charlie Osborne volunteered to take the President's position and Mike Dorety the Vice President position.

Scott gave Charlie the second set of post office box keys. Scott had Sharon, Charlie and Mike sign the new signature cards for the accounts at the EECU. Once these are filed, Scott will remove his and Lonnie's names from the accounts.

Sharon to file the required paperwork with the SOS office changing the Registered Agent on the corporation.

Houses for sale/lease – 213 Flagstone (Crawford), 909 Bridle Path (Defalco).

The next meeting was not scheduled.

With no further business to discuss, the meeting was adjourned at 8:35 p.m.

Prepared By:

Sharon Ives
Secretary/Treasurer