

CASTLE HILL BURLESON HOMEOWNERS' ASSOCIATION, INC.

BOARD MEETING HELD AT SHARON IVES'

FEBRUARY 04, 2011

Charlie called the meeting to order at 6:36 p.m.

Attending: Sharon Ives, Charles Osborne and Mike Dorety

Approval of previous meeting minutes: Sharon submitted the meeting minutes of December 16, 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 December 31, 2010 with a balance of \$13,239.68 in the operating checking account and \$32,398.09 in the Money Market / Reserve Fund account. Mike made a motion to approve the financials as submitted. Charlie seconded. Motion passed.

Sharon stated that there are 9 property owners that have not paid their 2011 dues. She certified mailed a final notice regarding 315 Flagstone on the 2010 late fees of \$300 and a copy of the 2011 dues invoice. The attorney is handling the outstanding dues and fees on 305 Castle Hill. An invoice for late fee plus interest was certified mailed to 205 Castle Hill. Six other late fee invoices plus interest along with a copy of the 2011 dues invoice were mailed to: 208 FS, 216 FS, 815 FS, 309 FS, 208 CH and 217 CH.

Committee Reports:

ACC – We discussed our meeting with Steve Smith (Attorney) regarding adopting Rules and Regulations that would be a permanent part of our records. We will combing our ideas and also place an article in the newsletter.

Audit – Sharon will deliver all the 2010 records to Sue Dorety so that she and Onita Holton can conduct the internal audit.

Communications – Sharon stated that we need to get the newsletters items to Sheri.

Landscape – Sharon made a motion to purchase new freeze/rain guards for the sprinkler system. Charlie seconded. Motion passed. Sharon will get in touch with Jerry Ryan regarding purchasing those items.

Social Committee - April 9th from 2:00 to 4:00 will be the Easter Egg Hunt, Toss and Roll at the HOA Park.

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

Old Business:

305 Castle Hill – Discussed appointing Suzanne Frossard, Mick Kuehn and Greg Vance as substitute trustees for the foreclosure filing. Charlie signed the document provided by the attorney.

We discussed our meeting with an HOA attorney, Steve Smith, to assist us in updating our documents. Mr. Smith suggested that the Board create a Rules & Regulations pamphlet. We will forward a draft of items at a later date.

Charlie finally spoke with a City representative regarding the street marker signs being 9” instead of 6”. However, the representative was busy on another project. Charlie will follow up regarding cost and procedure.

New Business:

Houses for sale/lease: – 213 Flagstone sold to Bryan Becan and Jennifer Edwards.
For Sale: 205 Flagstone (Tucker) and 208 Flagstone (Deleon)

2011 dues update – *please see financial report above*. Charlie provided an updated letter regarding notice of nonpayment to be used with a copy of dues invoice to be mailed certified.

Sharon submitted the 2011 Budget (cash basis) that contained the end of the year figures.

Charlie will speak with James & Ruth Atwood (319 CH) regarding the estimate from Rod Shaw, Texas Built Retaining Walls, to make the necessary repairs to the HOA retaining walls. However, we were not able to locate within our documents that states the two homeowners are responsible on paying half.

Mike will call the Centerpoint Church to inquire reserving August 9, 2011 at 7:00 p.m. to hold the HOA annual meeting.

We discussed the unsolicited brochures that were attached to each mail box. Scott Atwood placed labels on the brochures stating "NOT ALLOWED BY CASTLE HILLS HOA COVENANTS".

Next scheduled meeting date and place has not been determined.

With no further business to discuss, the meeting was adjourned at 8:03 p.m.

Prepared By:

Sharon Ives
Secretary/Treasurer