

# Castle Hill Estates HOA

## Board Meeting Minutes

**Date:** Wednesday September 26, 2012

**Time:** 6:30pm

**Location:** 851 Bridle Path

**Attending:** Tom Helfrich, Spencer Vick, Sharon Ives, and Bryan Becan

**Approval of previous meeting minutes:** This is the first meeting of this new Board so there are no previous minutes to approve.

**Financial Report:** End of August 2012:

Expenses August: \$5441.72

Net Income August: (\$5,226.29)

Expenses Jan-Aug 2012: \$18,647.22

Net Income Jan-Aug 2012: (\$5,128.13)

Action Item: Tom asked Sharon to add a couple of columns: Prior Month and Prior Year Charitable Contribution: Sharon said this is for the church so we can use it for annual meetings. Tom suggested the Brick for future meetings, but Sharon said with the church it qualifies as a Charitable Contribution whereas the BRICK would not.

Tom moved to approve the financials, Spencer seconded, and Financials were approved.

Spencer told Sharon Thank you for all you do. You do a LOT and we appreciate it.

**Discuss and approve the new signers for the EECU bank signature card**

Sharon read the EECU document. Bryan and Sharon signed the document.

Paul Holton arrived, Tom re-opened the General Session

**Paul Holton:** Sarah Page and Dusti Vick are asking to run the Social Committee (co-chair it together). Dusti is already raising funds for a Fall Festival (Minimum dollars), and also trying to find ways to have fundraisers. Spencer mentioned that we have at least 4 events a year officially. All agreed that it would be a good idea for them to co-chair it. Dusti is also calling around for sponsors (bounce houses, animal shelter). National Night Out was mentioned, having the Board sponsor it. Spencer and Lonni Seaton offered games, police officers have been asked to attend and talk. Tables, canopies, Tom spread the ant killer a couple of weeks ago. Are we following through with National

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Night Out? Spencer said that there needs to be more activity, whether Members show up or not. We would like to introduce, not only the Board, but also committee members. Name tags suggested for the event, so people can put faces to names. Spencer will ask Dusti and Spencer to help coordinate, and ask Lonni for his game stuff.

**Committees:**

**Budget Committee:** Sharon Ives, Adam Russell, and Mark Hotchkiss. Sharon will communicate with the other members.

**Audit Committee:** Paul Holton and Brian Page

Paul Holton exited.

Executive Session agreed to be at the end, in case any items need to be discussed if needed. Any homeowner can still attend and listen.

**Communications Committee:** Bryan Becan to chair. Fred Terasa has agreed to be a member.

**The Moat:** Tom is going to ask Charlie for the template.

**HOA Website:** Due to a requested increase in website administration service costs, the Board voted, 3 to 1, to discontinue the service. The website content and domain registry was moved to a new Web Hosting company to save the HOA money on hosting services as well as get greater functionality and service. Installed Bryan Becan as the new Web Admin at no charge for his services.

**Website Tasks:** Add a widget to the website from halfstaff.com that shows what the current status of the flags will be. Add the Budget Committee and Grounds Committee, and Remove Landscape and Flag. Post next meeting notice: "agenda to follow".

**ACC:** Scott Atwood to continue to lead, but asked for someone from the Board to also be on it. Tom volunteered to be on the committee.

**Landscape Committee:** Jerry Ryan is the chair, Joe Cortez is a member. Tom asked Spencer to also be on the committee. Spencer agreed and said he would be on it. Tom asked us to expand the committee to cover "grounds and maintenance, and also the flag, light posts, street signs, the park (common grounds) – maybe call it the "common grounds" committee. Approach the current committee members, mentioning the expanded role, and asking them if they would still be willing to be on it. Leave Jerry and Joe and Spencer on the Grounds committee. Spencer made a motion to pass a Grounds Committee. Sharon seconded, motion passed.

**Yard of the Month (YOM):** Board members looked at the submitted votes for October 2012 Yard of the Month. Spencer moved to vote 215 Castle Hill as YOM, Sharon seconded, all agreed. 215 Castle Hill voted as YOM for October 2012.

Sharon has a formatted form for the committees to use for their reports.

**Grounds Committee:** Tom mentioned the repairs of sidewalks.

**Moat note:** If you have sidewalk repairs needed, there is a link to report street repairs to the City of Burleson.

**Sidewalks:** Up to each resident to submit the repairs to the City.

Bryan mentioned the water flowing out of the light post between them and the Butlers' properties. All agreed that it needs to be addressed. Bryan volunteered to do a pressure test on his sprinkler system first to see if there are any underground leaks that might be causing the water to flow out of the lamp post and sidewalk. If there is an issue he will get it fixed and we will wait to see if the issue with the flowing water is resolved. If there is no issue with Bryan's sprinkler system but there is still an issue with the flowing water, Bryan is tasked with approaching the Butlers to ask them to do a pressure test on their sprinkler system. The Board agreed to take this one step at a time to make sure all the possibilities are ruled out.

**Street Signs:** Grounds Committee to look at the cost of bringing the signs up to code, and also cost to fix them (repair vs replace). Paul got a quote to paint them, \$40 per post.

**Bids for Services:** Spencer made the motion to take bids to paint the light posts (under \$50 per pole), and also take bids to repair/replace the signs and lawn maintenance. Sharon seconded. Board agreed to take a minimum of 3 bids on all of them, and to report back at next meeting. Spencer as a member of the Grounds Committee, volunteered to take the project on.

**Retaining Wall at Flagstone and Castle Hill:** (319 Castle Hill – James and Ruth Atwood): Tom to get with Scott and see the original work order, and check for compliance and to report findings at next Board meeting.

Lightin of Texas (Mark Hall) does the Christmas lights

Tom moved to table the Compliance Committee discussion for future consideration, Spencer seconded, board agreed to table the discussion.

National Night Out flier – Tom to add comment on residents to bring bug spray, and to send out the flier to all residents.

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Spencer moved to continue YOM to December, instead of to October. Bryan Seconded, Board passed 3 to 1 to continue YOM to December.

**Planning Committee:** Discussed Values, Mission Statement and Vision Statement, and posting on the website. Tom moved to table the discussion on whether to adopt the Values, Mission Statement and Vision Statement for future discussion. Spencer seconded. Board all in favor of tabling the discussion until later.

Regarding Critical Issues and deciding on a couple we'd like the Neighborhood to address this year: Board agreed that a lot of their current action items cover a lot of these items already. Board is to re-address this list of Committee items at the next meeting. Progress will be posted on the website via the Board meeting minutes.

**Next Meeting:** Scheduled for Monday, October 29<sup>th</sup> at 6:30pm. Tom's house. Tom is going to do the agenda for the next meeting; we will send our items to him.

Tom moved to close the meeting, Spencer seconded. Board voted to adjourn the meeting.

Meeting Minutes Prepared by:  
Bryan Becan, Secretary