

Castle Hill Estates HOA

Board Meeting Agenda

Date: Thursday, November 29, 2012

Time: 6:30pm

Location: 216 Flagstone Dr.

- I. Call to Order 6:34pm
- II. Roll Call
 - Board Members: President (Tom Helfrich), VP (Spencer Vick), Secretary (Bryan Becan), Treasurer (Sharon Ives)
 - Homeowners in Attendance: Jerry Ryan, Fred Terasa, James Atwood, Gary Trowbridge, Adam Russell, Joe Cortez
- III. Approval of Previous Meeting's Minutes
- IV. Financial Report
 - Balance as of Oct checking \$4206.92
 - Money Market Reserve fund \$36,799.55
 - Total Assets \$41,006.47
 - Total Income Oct. \$328.70 – gas lease, interest from credit union, \$200
 - Transfer fee from the sale of a home
 - Total expenses 2
 - \$2,266.20
 - \$8,805.41
- V. Old Business
 - a. Committee updates
 - i. Communications Committee: Website Updates from last meeting have all been completed, as well as many others.
 - ii. Budget Committee: Update and Recommendation regarding the 2013 Budget and the proposed increase of dues suggested at the August Annual Meeting.

This document is being posted in accordance to Castle Hill Burleson Homeowners Association Inc. By-Laws, Article V, Section 5 (c) and (e) to comply with the Open Meetings Act.

iii. Grounds Committee:

Lamp Posts – painting – 4 bids taken to paint all 18 of them.

\$3600, \$2000, \$2160, \$1275

VP made the motion that we hire Denny's painting (\$1275) to do the poles.

Discussion:

James Atwood: Currently, the city changes the light bulbs, pays the electricity, currently no one is claiming ownership.

Make sure that the painters list the warranty of their work and the lifespan of the paint.

Vote: All in favor of hiring Denny's to paint the light posts.

Committee recommends lowest bid – 2 full coats of Sherwin Williams
Proposals/Recommendations on the Lawn Care Contract – 4 bids
taken to do the landscaping.

DLC: \$762 plus tax per month - 12 month contract with 30-day notice.

Ant control, tree trimming, park maintenance. 40 total visits in front.

Hillside 17. And we go from 2 to 3 color changes on the flowers,
mulch.

Webb: \$943 plus tax per month plus some surcharges.

President moved to accept the lower bid.

Vote taken, all in favor to have DLC to do landscaping. 30-day notice
needs to be typed to Webb. President and Secretary to sign.

Street Signs (repair/replace/revert to city) - \$4210 to take old poles
out, patch the sidewalk. Poles are aluminum, 12ft tall. \$162 per pole.
If we use the city signs.

Recommendation: We're in cost cutting and the city does it for free.
We hand it over to the city, have them do it. Public Works says that
we cannot repair what we have.

Motion was made to let the city take over the signs and we would

powder coat them (\$20 per pole). Motion seconded. All in favor.
Decision is based on the increased liability for noncompliant poles and excessive costs of upkeep.

Light Pole Maintenance/Repair – Who owns them? No one is taking responsibility for them to fix.

Holiday Lighting Plan: Partially done, but the center not done. Pres holding onto the check until it's all done. Sharon to call to have him put some in the middle and ask why \$100 more than last year.

b. Other old business

i. Water flowing out of lamp post between 213 and 217 Flagstone:

Ray from Public Works looked at all the lamp posts:

French Drain suggested as a solution. Should be done while repairing the sidewalk. City providing concrete and labor. Homeowners to provide the drain materials, city to do the work. He's more interested in fixing the eroded sidewalk.

The homeowners need to keep on the city to fix the "trip hazards" – the city is interested in fixing those.

Bryan Becan (213 Flagstone) and Grace Butler (217 Flagstone) need to coordinate with the city to get it installed when they fix the sidewalk. Regarding the sidewalks in general, trip hazards are the priority, all else later. This one instance it is recommended to keep putting the heat on Ray in Public Works to fix the sidewalks.

ii. Budget Committee: Update and Recommendation regarding the 2013 Budget and the proposed increase of dues suggested at the August Annual Meeting.

Report presented.

Administrative Expenses were high due to the legislative changes.

Assets: \$20,064.00

Total Expenses for 2013: \$22,625.00

\$(2,561.00) Deficit

Recommendation: 2-2 tie vote on raising dues, so no recommendation to raise dues.

Recommendation: Mail dues bills at end of December, so homeowners pay in January to make the budget easier to read at the annual meeting.

Motion presented to go back to the budget committee, revise it based on new information presented at this meeting, and to establish a reserve limit and its purpose. Motion Seconded, Treasurer abstained, VP, SEC, Pres passed the motion.

Comment – Budget Committee - look at YOM.

Fred Terasa to replace Sharon till Feb. Budget Committee is as follows: Sharon Ives, Adam Russell, Mark Hotchkiss, Fred Terasa (temporary), Jimmy Ryan.

Gary Trowbridge exited at 8:06pm.

VI. New Business

Committee updates

- i. Communications Committee: Proposal for an Electronic Newsletter and Improved Yard of the Month Program:

Motion presented to establish a Yard of the Month Committee. Motion seconded, 2-2 tie, motion failed.

Electronic Monthly Newsletter approved. For those homeowners who have not provided email address, a paper copy will be hand delivered to them.

James Atwood exited at 8:32pm

Adam Russell exited at 8:35pm

ii. ACC – No new business

iii. YOM for Dec:

Motion Presented for 305 Castle Hill Ct. Seconded.

2 Yes Votes, 2 Abstaining. No vote determined. Roberts Rules consulted on what this means. – Determined that vote passed. YOM for Dec is 305 Castle Hill Ct:

Fred Terasa and Jerry Ryan exited at 8:50pm

Sharon Ives (Treasurer) exited the meeting at 8:55pm.

Motion to end the meeting presented at 8:56pm. Seconded. Meeting ended at 8:56pm.