

Castle Hill HOA Board Meeting  
March 20, 2017  
Minutes

The meeting was called to order at 6:10. Board members in attendance were: Paul Holton, Kody Martin, Sharon Ives and Tim Lacy.

The minutes from the February 2, 2017 meeting were approved with a motion by Sharon Ives and seconded by Kody Martin. They will be sent to Bryan Beacon to be posted on the HOA website.

1. Treasure's Report

- The P&L reports for February 2017 were presented. After discussion, they were accepted and will be entered into record.
- 73 of the 76 HOA dues have been collected as of the meeting date. The first late notices have been sent out. A second notice will go out before Certified letters will be sent.
- The 2016 Tax Return has been filed. We will be receiving a refund of \$723 for overpayment from the IRS.
- A discussion was held about the Reserve Account and its purpose. Per HOA Covenants, the HOA can carry a reserve equal to the expenses for one budgeted year.
- New signature cards need to be signed. A signed copy of the annual minutes along with ones driver's license need to be taken to EECU to complete this transaction.

2. Old Business

- The Rock Wall Repairs project was discussed at length. There were some questions about the contract with Roberto Perales & Stacey Fleetwood of Top Quality Stone that needed further explanation so the board called Cecil Yates. He joined the meeting and explained the differences in the bids, clarifying the scope of the work per the contract. A motion was made by Kody Martin and seconded by Paul Holton and to accept the retaining wall repairs and backfill estimate for \$19,900 with Top Quality Stone. The motion passed with Sharon Ives abstaining due to a conflict of interest as her property contains one of the walls being repaired in the project. The board asked Cecil Yates to head up the Rock Wall Repair project for the board.
- A discussion on HOA Committees ensued that included past committees, what we believed was appropriate for the current year and who we had serving and/or had volunteered at the annual meeting for committee positions. The 2017 HOA Committees and current volunteers are:

Architectural Committee: Kyle Smith, Jay Montgomery, Paul Punt and Gary Todd.

Audit Committee: Adam Russell and Mark Hotchkiss.

Landscape Committee: Cecil Yates.

Social Committee: Kim Vernon and Cathy Veach.

Welcome Committee: \_\_\_\_\_

It was decided that the next board meeting would be on Tuesday, April 25<sup>th</sup> and would be an open meeting for all committee members. It would be a time of discussing and outlining the responsibilities of each committee, plan some activities, and cast a vision for what we thought our HOA could be and become. The meeting would be held at the Holton's home. Invitation would be by email, personal invite and going door to door inviting any and everyone who wanted to be apart.

### 3. New Business

- Sharon Ives had several items that needed to be posted on the website.
- New checks for the HOA were needed and would be ordered.
- Tim Lacy was going to update the "Red" board books. If Celeste Neal did not have the Word files he needed, Sharon thought she might have them.
- The island at the entrance of the community needed to be weeded and replanted. Paul called Cecil Yates and asked him to contact the landscape service to get that issue addressed. Cecil will also get new bids for the annual landscaping service. The current vendor just went up on their fee by \$25 per month.

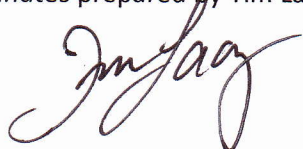
Tim Lacy reviewed the minutes from the past year and raised several questions for discussion:

- Who has the HOA Christmas lights and is storing them? – Cecil Yates currently is storing them.
- The need for a new computer/laptop was discussed several times this past year, where are we in that decision process. The item was tabled for a future meeting.
- The light on the flag has been fixed but the flags have been getting hung up in the trees to the west. Paul and Tim will look into getting them trimmed.
- The question was asked as to who checks the mail box on a regular basis. Currently Sharon Ives is covering that responsibility.
- A discussion was started and tabled for another meeting on the need for raising association dues:

Next meeting will be Tuesday, April 25, at 6:00 at the Holton's home. The focus will be on establishing and launching the HOA committees.

Meeting adjourned at 7:45.

Minutes prepared by Tim Lacy - Secretary

A handwritten signature in black ink, appearing to read 'Tim Lacy', is written over the printed name.