

## Castle Hill HOA Board Meeting

June 19, 2017

### Minutes

The meeting was called to order at 6:38pm. Board members in attendance were: Paul Holton, Sharon Ives and Tim Lacy. Kim Vernon a community member and Social Committee chair was invited by Paul Holton to attend.

The minutes from the March 20, 2017 meeting were approved with a motion by Sharon Ives and seconded by Paul Holton.

#### 1. Treasurer's Report

- The Financial reports for May 2017 were presented. After discussion, they were approved with a motion by Paul Holton and seconded by Tim Lacy.
- 75 of the 76 HOA dues have been collected as of the meeting date. The first & second late notices have been sent out. A third notice will go out before a Certified Letter will be sent to this last homeowner. It was decided that a \$15 per month late fee will be asset when the invoice is paid.
- The 2016 Tax Return has been filed and we are still waiting on the refund from the IRS. The HOA will be receiving a refund of \$723 for overpayment.
- Paul Holton, Celeste Neal and Tim Lacy went and met with a bank officer at EECU on June 10<sup>th</sup> and secured the new signature card for the HOA checking account. The HOA Board of Directors will be the signers on the account: Paul Holton, president; Kim Vernon, Vice President (appointed June 19, 2017); Tim Lacy, Secretary; and Sharon Ives, Treasurer. Tim Lacy will take the new signature card back to EECU on Tuesday, June 20<sup>th</sup>.

#### 2. Old Business

- The Rock Wall Repair project has been completed. The backfill and the HOA sign at the entrance to the community were the last of the items that were completed since the last meeting. There is one drainage pipe that needs to be adjusted (concerns over erosion) and Paul Holton has asked Cecil Yates to follow through with the contractor about this issue.
- 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 2016/2017 HOA Committees and current volunteers are:

Architectoral 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:

The meeting that was scheduled for Tuesday, April 25<sup>th</sup> for discussing and outlining the responsibilities of each committee, planning activities, and casting a vision did not take place due to illness of a board member. We could not hold a meeting due to a lack of a quorum.

After discussion, it was determined that Paul Holton would email the members of the Architectural and Audit Committees to see if they were still in favor of serving in those capacities. Kim Vernon will chair the Social Committee and assume the Welcoming Committee responsibilities as well. She will get in touch with Cathy Veach about serving. Sharon Ives volunteered to help Kim with the upcoming social events we discussed during the meeting.

- Cecil Yates received a new bid for the annual landscaping service from the current vendor. Paul Holton signed it this past month. The new contracted service increased by \$25 per month. The need to rework the island was tabled until next spring.
- Tim Lacy researched updating the "Red" board books and could not find the documents needed in an electronic format. Tim received the HOA laptop from Celeste Neal which only had past board minutes and a few forms for the annual meeting (i.e., absentee balloting). Sharon thought she might have something that he could use. She will research it and get back to the board on it.

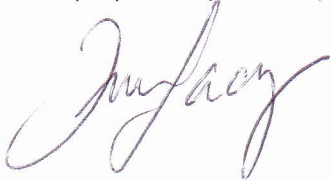
### 3. New Business

- Kody Martin sent the HOA board an email this past month resigning his position as Vice President due to his family's relocation. Their house sold quickly and they have moved from the community. The board accepted his resignation.
- Paul Holton invited Kim Vernon, who lives at 300 Flagstone Dr., to participate on the board and to fill Kody Martin's vacated position. Paul Holton made a motion that Kim Vernon fill and complete Kody Martin's term as Vice President. Sharon Ives seconded and the motion passed.
- It was decided that the next social activity would be a fireworks viewing party at the community park on Tuesday evening, July 4<sup>th</sup>. Kim Vernon would head up the event along with her committee. Bahama Buck snow cones and glow bracelets would be purchased for the kids. Kim will write an email blast that will be sent out to the HOA membership. Paul Holton will contact Cecil Yates to see if he has an email list he could pass on to the committee to use, as he was the last to send something out to the whole committee.
- A date for the annual meeting was set for Tuesday evening, September 26, 2017 starting at 7:00pm. Tim Lacy will secure a location for the meeting, starting with the Living Water Church that was used last year for the annual meeting.
- Sharon Ives distributed a list of new members for 2017. We wanted to make sure no one was overlooked in the changing of the leadership on the board. Kim Vernon was going to put together welcome baskets and deliver them. The new members home addresses are:

- 229 Flagstone Dr.
- 801 Spyglass Ct
- 859 Bridal Path
- 221 Castle Hill Dr.

The meeting adjourned at 8:10.

Minutes prepared by Tim Lacy - Secretary

A handwritten signature in cursive script, appearing to read "Tim Lacy".