

CASTLE HILL HOA

Board of Directors Minutes of Board Meeting January 10, 2024

Meeting was held at 824 Flagstone Dr., Burleson, TX at 6:30 pm on January 10, 2024.

I. ATTENDEES

Board Members present are as follows:

Leslie Crook - President

Wayne Burke – Vice-President

Beverly Ridenhour – Secretary

Committee Members present are as follows:

Cathy Veach – Social Committee

II. CALL TO ORDER

Leslie Crook called the meeting to order at 6:37pm.

III. APPROVAL OF PREVIOUS MEETING'S MINUTES

Bev made a motion to approve minutes from 10/26/23. A second was made by Leslie. Minutes were approved.

IV. FINANCIAL REPORT

Leslie made a motion to accept emailed copy of financials. A second was made by Wayne. Approved.

V. OLD BUSINESS

- A. **By-Laws and Covenant** – see Finalization of Bylaws below.
- B. **Erosion Update** – trying to schedule a meeting with Aldo Huric on January 21, 2024 at 4:30pm to discuss situation.
- C. **Landscape Contract** – tabled as we are still collecting bids. We will put together a checklist and the Landscape committee will go through the checklist once a month to make sure the Lawncare company is fulfilling its obligation.
- D. **Misplaced financial records** for 2019 and 2020 have not been located yet. No one knows where they could be. Will get Sharon to recreate the records as best she can.
- E. **Signature card for EECU** – will need to be redone once Sharon transfers QuickBooks to the HOA computer.
- F. **Location for Board Meetings** – we are continuing to look for a place to hold Board Meetings and the Annual Meeting. Once the Brick has their price list updated, we will be better to make a decision. We will continue to hold Board meetings at Bev Ridenhour's house.
- G. **Update committee responsibilities** – Cathy Veach the chairperson for the Social Committee gave ideas to try and bring the neighborhood back together and to socialize more. This will start with 4th of July activities. Wayne will speak with ACC and Landscape to get their input as to how they see their responsibilities. Researching responsibilities of the Audit Committee. The board agreed that the committee's we will have are as follows: **Architectural Committee, Audit Committee, Landscape Committee, and Social Committee**

- H. **Finalization of Bylaws and Covenants from attorney** – The documents have been completed and have been filed with Tarrant County and will be filed with Johnson County as soon as the President's Certificate has been signed, notarized and returned to attorney.

VI. NEW BUSINESS

- A. **2024 Budget** – tabled until next meeting.
- B. **Christmas Decorations** – agreed to recycle non-functional Christmas lights for the entryway. Leslie and Bev have purchased lights to use for this year.
- C. **Electrical boxes and outlets at Entry** - they have been replaced.
- D. **High water bill and meter** – the city is researching the issue.
- E. **Holidays to celebrate as a Neighborhood** – We agreed to put an emphasis on 4th of July, Halloween and Christmas. Will look into an interest for other holidays.
- F. **Leasing Permit for Rental Properties** – proceed – look into the lease agreement.
- G. **Direction of Bookkeeping services with Sharon's wanting to retire** – will continue to look for an affordable bookkeeping service.

VII. RESIGNATION

Wayne Burke made a motion to accept Sharon Ives resignation as Bookkeeper and Treasurer as of January 5, 2024. Leslie Crook made a second and the board unanimously approved. Beverly Ridenhour will assume her responsibilities and will be getting with her after January 13, 2024 to transfer QuickBooks to HOA computer.

VIII. ADJOURNMENT

Motion to Adjourn the meeting was made by Leslie and 2nd by Bev. Meeting was adjourned at 9:45pm.

The next meeting will be February 13th, 2024 at Bev Ridenhour's house.

Minutes submitted by: *Beverly Ridenhour*

Print name: Beverly Ridenhour – secretary

Approved by: **Leslie Crook**

Print name: Leslie Crook - president