

Castle Hill Burleson HOA Board Meeting

Wednesday, April 10, 2019

Meeting called to order at 7:03 p.m.

Attendees: Paul Holton, Paul Punt, Sharon Ives, Allison Knott & Harold Knott

Previous board meeting minutes from January 15, 2019 were reviewed. Paul Holton made a motion to accept them; Paul P seconded.

Financial Report—Sharon Ives

- Paul Punt asked where we are with outstanding HOA dues. Sharon reported there are nine who have not paid. Some have late fees and some have dues and late fees. Sharon asked how we want to move forward—if we want to send one final notice and advise that HOA can file a lien against the property.
- Have gas royalties that we have received.
- Uncategorized Income--\$723, is an income tax refund.
- Paul Punt asked what is the Texas law as far as late fees, and if placing a lien against the property is the only option. Paul Holton & Sharon advised those are the only options.
- Paul P made a motion to accept the report; Paul H seconded; all parties agreed.

Old Business

- Operational committees—Paul Punt advised of members of budget and architectural committees who are still in place.
- Paul Punt asked if we could push some of the new homeowners to join a committee.
- Paul Holton advised he drove around the neighborhood and counted six yards that have landscaping problems (6% of the neighborhood).
- Paul Holton mentioned Kim Vernon is voluntarily issuing “Yard of the Month” and presents new homeowners with welcome baskets. Paul also shared a thank you card that was received from new homeowners Brooke & Brad Sekulich.
- Paul Punt discussed the homeowners who have been approved to do home improvements/modifications.
- Paul Holton stated committees seem to be functioning; we just need to get more homeowners involved.
- Outside management company—Board suggested and agreed to table this discussion for now.

New Business

- Upgrade to QuickBooks—Sharon reported as of May, HOA QuickBooks 2016 will no longer be supported. Stated we have the option to upgrade to QuickBooks Desktop 2019 for \$220; or QuickBooks Pro (online) 2019 for \$40/per month (\$480 per year) with no support. Board discussed the options. Paul Holton moved to upgrade for \$220; all approved.
- Yard of the Month—Paul H asked when we want to start and who do we want to do it this time? Sharon said typically we’ve started in March, but it was suggested to start in May-October. We

will ask Kim Vernon to continue assisting with this. Cecil's name was mentioned. Sharon asked who's on the Grounds committee. Paul P mentioned it's himself and Tom. Paul H will ask Mrs. Vernon.

- List of new homeowners will be updated.
- Nonpayment of HOA dues.
 - 851 Bridle Path
 - 909 Bridle Path
 - 208 Castle Hill Drive
 - 220 Castle Hill Drive
 - 301 Castle Hill Drive
 - 312 Castle Hill Drive
 - 812 Flagstone Drive
 - Certified letter will be drafted and mailed to homeowners advising that dues must be **paid** (not postmarked) by 5/31, or a lien will be placed against the property. Secretary will work on a draft and forward to President Paul Holton.
- Paul Punt made a motion to vote Harold Knott as an at wide member of the board. Paul Holton seconded. All agreed.
- Paul Holton asked if we have a way to print address labels for mailers. Sharon mentioned there was previously a template for this. Paul Holton mentioned the person to whom it was passed on to is no longer part of the board. Will continue to work on a method for generating mass mailers for important information and notices that need to be distributed.

Next meeting Scheduled for Thursday, July 11, at 5:30 p.m. We will prepare for the annual meeting at this time. Annual meeting will be tentatively scheduled for August.

HOA President Paul Holton motioned to adjourn meeting; Sharon seconded.

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Meeting adjourned at 7:47 p.m.

Minutes prepared by Allison V. Knott, Secretary