

**CASTLEGATE OWNERS ASSOCIATION  
COLLEGE STATION, TX 77845**

**BOARD of DIRECTORS MEETING MINUTES**

**THURSDAY, JANUARY 19, 2017 AT 7:00 PM  
NEIGHBORHOOD PARTNERS OFFICE**

**Board of Directors Members Present**

Krystal Broussard, Rebecca Burgner, Joe Guerra, Jared Jones, and Nick McKeman

**Management Representation Present**

Sandie Miller and Lauren Bohler

**Establishment of Quorum**

A quorum was established.

**Minutes Approval**

Directors review of minutes from the October 20, 2016 Board Meeting. Two minor spelling changes were made to the minutes. Minutes were updated to reflect changes.

Motion was made to approve the minutes. Motion carried.

**Treasurer's Report**

Krystal gave the Treasurer's Report on the 4<sup>th</sup> Quarter Comparison and Year End Balance Sheet. She recommended making a notation on the 2017 Budget of the money carried over (\$16,500) from the 2016 Budget as had been done in previous years.

Motion was made to approve the 4<sup>th</sup> Quarter Comparison, Year End Balance Report and insert notation to the 2017 Budget. Motion Carried.

Krystal discussed that there would be an increase in the Neighborhood Partners Management contract for the next term that was not budgeted for 2017. The increase is an additional \$4,000 per year for three years. The amount is fixed and can be added to the 2018 budget.

Discussion was held among Board members regarding the contract approval with Neighborhood Partners Management. Nick stated that an invitation for other HOA management companies was sent out, but was never answered.

Motion was made to approve the contract with Neighborhood Partners Management company. Motion carried.

Krystal recommended that updated certificates of insurance be posted to the Castlegate HOA website. Sandie stated she would take care of having those posted.

**Management Report**

*Neighborhood Partners, Sandie*

- Review of A/R Amounts. Sandie reported that payments received are \$106,415.70 or 42% of the \$251,100. Past due balance is \$750. To date, 80 payments have been made via credit card.
- Lien Status. Sandie reported that the resident at 4207 Belsay is making monthly payments without the need for prompting.
- Yard of the Month awards. Sandie reported that there was confusion on the type and number of awards to be given each month. Discussion was regarding the types of cards and fees involved.

Motion was made to use Visa gift cards for the Yard of the Month awards. The fees for card activation will be incurred by the HOA and will be included in the 2018 budget. The cards will be purchased quarterly by the management company and picked up by Dennis Lux, who will distribute the cards when awards are made. Motion carried.

- Drainage Issue – Sandie reported that she met with TxDot and the City regarding the drainage behind Carisbrooke and Carlisle. TxDot will clear more of the drainage flumes under Hwy 40.
- Traffic Light at Hwy 40. Sandie reported that traffic lights will be installed on Feb 17<sup>th</sup> and will place an announcement on the HOA website.
- Game Day Housing. Sandie reported on the city ordinance regarding game day housing. She stated that the ordinance requires hotel tax to be collected. The link to the ordinance will be added to the HOA website under the FAQ section.

### **Finished Business**

#### *Front Lake Foundations*

Sandie stated that they had been fixed.

#### *Irrigation*

Sandie updated the Board that the reimbursement for the irrigation issue at the Castlegate II meter at Hwy 40 has been issued and reflected on the Nov & Dec billing.

### **Unfinished Business**

#### *Victoria Project*

Sandie updated the Board with the estimated quote from the landscape company regarding the landscaping for Victoria. Discussion was held on content and timing of the survey to the Castlegate residents. The Board decided on three options to be included in the survey: a) Fencing (with estimated cost), b) Landscaping (with estimated cost and design illustrations) and c) no action. Sandie will draft a copy of the survey and send it the Board of Directors for approval. Survey will be sent to residents on February 1, 2017.

### **New Business**

#### *Spring Festival*

Discussion was held on the need for someone to help coordinate the Spring Festival. Sandie will send out an announcement to see if anyone is interested in helping coordinate the festival.

### **Adjournment**

The meeting was adjourned at 8:15 pm.

### **Documents:**

- Agenda
- Minutes
- 4<sup>th</sup> Quarter Profit & Loss Comparison
- 2016 Balance Sheets: Profit & Loss, Accrual and Cash