

**CASTLEGATE OWNERS ASSOCIATION
4490 CASTLEGATE DRIVE
COLLEGE STATION, TX 77845**

MINUTES

**MEETING HELD ON THURSDAY, OCTOBER 11, 2012
NEIGHBORHOOD PARTNERS OFFICE**

Members Present:

Ann Cotton, Sam Kuver, Krystal Broussard, Kory Ashcroft, Brice Milliorn, Arianne Wiese, Lorena Spicher and Sandie Miller representing Neighborhood Partners.

Proceedings:

The meeting was called to order at 6:15 by Brice Milliorn.

Discussion:

A quorum was established by Brice Milliorn, President. Organizational roles were discussed. Due to personal commitments, Lorena Spicher stepped down as a board member and agreed to serve as an alternate. Arianne Wiese, former alternate, joined the Board. Kory Ashcroft agreed to serve as Vice President, Ann Cotton will remain the Treasurer, Sam Kuver agreed to continue serving as the head of the ACC. Arianne Wiese will be the Secretary. Brice Milliorn moved to accept the new roles. Ann Cotton seconded and the organizational roles were approved.

The Board reviewed the minutes from the 7-12-12 meeting. Brice moved to accept the minutes with no changes, Sam seconded the move and the minutes were accepted.

Treasurers report:

Ann Cotton gave the financial report. She reviewed all the financial reports, profit and loss summaries and the budget comparison report. Ann stated that we were operating below budget year to date. Ann moved to approve the financials and San seconded. The financials were approved.

Management Company Report:

Sandie reviewed the A/R report and brought the Board up to date on all the liens and the payment status of each. A lien has been filed on 4420 Pickering, but may be a possible write off. 2220 and 2230 Rockingham Loop are still vacant, but 2220 Rockingham is now being maintained. Volunteers for sub committees from the annual meeting were discussed. Thus far, there has been no response from these owners regarding participation. Krystal agreed to call them again. Brice and Kory agreed to head up Yard of the Month.

Unfinished Business:

Sanchez Lawn and Landscaping has begun construction on the new concrete bridge on the walking trail. For safety reasons, metal fencing has been erected around the site to keep residents off the trail. Completion of the bridge is expected in the first week of November, 2012. Sanchez Landscaping has also been hired to remedy the drainage issue off Amberley. The area will be trenched about and additional concrete will be brought in if necessary. Shredding of the gas easement was discussed, motion made to have Sanchez shred the gas easement three times a year, April, July September. Due to a pool installation at 2400 Stone Castle, there were damages to the common area green space. Repairs are estimated at \$836.77. Discussion was held. Motion was made and voted that the area will be replanted and owner billed for the amount of Greener Images invoice.

New Business / Community Development Projects:

Discussion was held to add 3 additional concrete benches to the bad lake, directors discussed, Ann advised that the funds are available to complete the project. Motion was made and approved for the addition of three new concrete benches for the lake area. The approximate cost for the benches and installation is \$900.00. The addition of a new pavilion was discussed. Directors reviewed the designs and selected a stone pillar and composition roof design in keeping with the neighborhood aesthetic. Brice moved to accept the pavilion choice, Sam seconded and the motion for the addition of the pavilion was approved. The pavilion will be complete by the spring of 2013. The front fountain will be repaired and a separate recycle pump will be ordered. The spare pumps will be used for parts or sold.

Meeting Adjourned at 8:00 pm.

Documents given out at meeting:

Agenda

Minutes from the July 12, 2012 meeting.

Profit and loss report. Balance report.

P&L Comparison

Accounts receivable / collection report.

Sample of annual meeting mail out.