

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

BOARD MEETING MINUTES

**THURSDAY, OCTOBER 20, 2016 AT 6:30 PM
NEIGHBORHOOD PARTNERS OFFICE**

Members Present

Krystal Broussard, Rebecca Burgner, Joe Guerra, Jared Jones, Nick McKernan along with Sandie Miller and Lauren Bohler representing Neighborhood Partners.

Establishment of Quorum

A quorum was established.

Minute Approval

Directors review of minutes from the September 19, 2016 Board Meeting.

Motion was made to approve the minutes. Motion carried.

Treasurer's Report

Krystal gave report on the Treasure Report and 3rd Quarter Report.

Management Report

Violations and Fees

Sandie gave a report on current violators that have occurred fines.

- A request was made by the owner of 4205 Camber to waive or reduce fines. Discussion was held on waiving the fees. Board decided not to waive or reduce fines. Sandie will notify the owner of the Board's decision.
- Sandie gave a report on 2218 Rockingham's trailer storage violations. No action by the Board is required at this time.
- Sandie reported that she was working with the owner of 4409 Amberley Place to resolve downspout issue. No action by the Board is required at this time.

Finished Business

Sandie gave a report on the drainage at the back pond. She stated that TxDot cleaned up that debris from Castlegate II construction.

Unfinished Business

Discussion was held regarding the common area fencing on Victoria. Nick showcased a variety of plants that would be suitable for the area. Sandie indicated that they were waiting on an estimate regarding the amount for the project.

Joe reminded the Directors and Management that a survey with the three options (with cost) was supposed to be administered in November. Discussion was held on the likelihood of that timeline without the estimate.

Sandie stated she will notify the Directors via email once the quote had been received by her office. She and her staff would then create the survey and administered during November. A preview of the survey will be sent to the Board of Directors for review and approval before it is distributed to the Association Owners.

New Business

Sandie reported that Castlegate II has two fountains that could be used by Castlegate. Discussion was held on the best use of the foundations and whether they should be used as back up fountains in case the two fountains needed replacement.

Motion was made to save the fountains as replacements. Motion carried.

Sandie reported that after receiving water bill for the irrigation there was a leak, however, the meter belongs to Castlegate II. Sandie reported the problem and a reimbursement has been made to the Owners of Castlegate. Numbers will reflect the change on the next month's financials.

Fall Festival

Krystal gave a report on outstanding items for the festival. She indicated she would need help in setting up the bench for pictures and other set up/take downs. Directors were asked to arrive 12:15pm to assist with setup.

Nick thanked Krystal for all the work in putting the festival together.

Adjournment

The meeting was adjourned at 7:25 pm.

Documents:

- Agenda
- Budget/Actual Profit & Loss Comparison