

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

MINUTES

**MEETING HELD ON THURSDAY, January 29, 2015
NEIGHBORHHOD PARTNERS OFFICE**

MINUTES

Meeting Held: Thursday, January 29, 2015 at the Neighborhood Partners Office

Members Present

Sam called meeting to order at 6:30. The board members in attendance were Krystal Broussard, Sam Kuver, Kory Ashcraft and Michelle Pannell along with Sandie Miller from Neighborhood Partners. Sam established a quorum.

Review/Acceptance of Minutes

Minutes from the October 2014 meeting were reviewed by the group. Sam asked for a motion. Kory motioned and Michelle seconded, all approved.

Treasurer's Report

Krystal presented the treasurer's report, reviewed the financial reports and 4th quarter comparison report and completed projects report. Michelle motioned, seconded, all approved.

Management Report

Review A/R Amounts – only 32% of dues are outstanding, which is half of what it was this time last year. Discussed new email reminders, which may have contributed to early receivables. Balance outstanding. Michelle motioned, Krystal seconded, all approved.

Unfinished Business

- Reviewed berm diagram. Discussed cost per berm. Board agreed that berms would be added. Sam motioned, Kory seconded, all approved.

New Business

- Common area repair (Castlegate Drive) – discussed damages caused by tire tracks at the park. While the part is city property, nothing is being done to dissuade future damage. Sam motioned to approve the repairs at the park and look at purchasing boulders for the spot. Michelle seconded, all approved.
- CPA Audit – audit due; taking items to tax office in mid-February.
- Survey – discussed survey ideas in meeting, all agree that a survey will be created. Michelle will create 5-10 question survey and distribute to residents via email after board review.
- Spring Festival – Reminder: Saturday, March 28th from 3p-5p; discussed entertainment and attractions. Fall festival had a good turnout despite the drizzly weather that day, expecting larger turnout for Spring.

Adjournment

Sam moved to adjourn the meeting, seconded, all approved the meeting being adjourned. Sam closed the meeting at 8:25 pm.

Documents:

- Agenda
- October 2014 Minutes
- P&L Report
- 4th Quarter Comparison Report
- Balance Report – Cash
- Balance Report- Accrual