

**The GARDENS of CASTLEGATE OWNERS ASSOCIATION
COLLEGE STATION, TX 77845**

MEMBERSHIP MEETING MINUTES

Wednesday, January 23, 2019 AT 5:00 PM

**Neighborhood Partners Office
College Station, TX**

Directors Present

Rob Youker, Tom Melia, JR Torres, Autumn Biggers, Cinda Youker and Sandie Miller, representing Neighborhood Partners

Establishment of Quorum

A quorum was established

Rob called the meeting to order

- Jared Jones, President of Castlegate HOA was introduced to the group and briefly discussed concerns from their last HOA meeting.

Review/Acceptance of Minutes

Notes from October 17, 2018 were approved via email. JR motioned to approve the minutes, Tom seconded and carried on November 5, 2018

Treasurer's Report

Tom provided review of financial reports and 4th quarter comparison reports

- Income was up because three new gate remotes were ordered.
- New expenses were installation of holiday décor and the no tailgating signs at the entrance
 - The Youkers and Torres fixed the holiday gate lighting and replaced the bows. These decorations are stored in the Youkers garage/attic.
- No D&O policy last year but it has been added to the budget this year.
- Interest to Wallace is 7%
- Sandie is working to waive the \$30 fee because the account went below the required minimum when money was transferred to cover the gate repair.
- Rob is going to ask Jared about reducing the monthly electric bill payment to Castlegate HOA to use money for needed repairs in the Gardens such as the fountain and the road
- Rob asked for a motion to approve the budget, Tom made the motion, JR seconded.

Management Report

Sandie provided review of management report

- 2019 Calendar - Reviewed 2019 calendar to confirm there was no conflict with the future meeting dates. There were multiple conflicts with the Annual Meeting held in September. It was agreed by all in attendance to move it to September 25, the last Wednesday of the month.
- Retained Records – All Gardens HOA records are currently held in a climate controlled storage unit with other neighborhood's files. Sandie requested to shred anything over seven years, old except for the items she is required to maintain. Autumn motioned to approve, JR seconded.
- Reviewed A/R Amounts

Committee Report

Cinda provided the following updates:

- Landscape committee is still looking at options for replacing the junipers at the entrance, trying to be cost effective. This committee currently has \$1,200.00. There are some drainage issues between the street and the front gate which are causing some problems. The committee will wait until the Spring to see how many of the pear trees come back before additional action can be taken.
- The social committee hosted a holiday party on December 6, and 72% of the residents attended.

Finished Business

Robb led a line-by-line review of the finalized 2019 budget to find funding to make needed repairs to the entrance road and the fountain.

- Autumn suggested moving the funds from Flags and Décor to Landscaping, the other directors agreed.
- Last year the fountain was reset and received a new pump. It is anticipated that the money budgeted in 2019 will cover any expenses over the next year.
- Sandie will start sending emails to the directors when the fountain needs to be turned off
- The fountain needs to be centered in the pond. In order to do that, the cable will need to be sliced to get it long enough.
- The directors discussed options on how long each day to run the fountain and ways to prevent debris build-up.
- It costs \$1,500 a year to run the fountain pump.
- Everyone in attendance agreed fixing the fountain is a priority
- Last year the Gardens only spent \$472 in irrigation repair. More was budgeted this year for the planters at the entrance.
- There is no money currently budgeted to make repairs to the road. Money from the cash reserves can be used for the repairs. Currently, there is nothing other than street lights/lightbulbs ear marked in that category.
- JR informed the group how bad the road is at the entrance. JR and Rob met with three different pavers to get estimates on the repairs. The road is private so the city will not maintain it or make repairs. The best estimate was \$6,000.00 for the space between Castlegate drive and the gates. It would require milling out one side, repaving and coating.
- The streets inside the gates will also need to be repaired with the next 24 months. The asphalt is starting to break away. This would cost roughly \$18,000.00 in the future. The roads inside the gate have never be been re-asphalted. Four years ago the cracks were sealed.
- Having the work done in stages will end up costing more in the long run, it needs to all be done at the same time.
- The cul-de-sac area near JR would need to be sealed to get it 5 years down the road.
- The total for all roads is estimated at \$30,000.00.
- If the streets are patched now, in 5-7 years the cost is estimated \$50,000-\$70,000.
- The front entrance could be seal coated for \$2,000.00.
- To patch just the asphalt on Velencia it will cost \$3,2000.
- The asphalt will need to be done when the weather is warm.
- These costs must included be on future plans and budgets.
- JR will talk to Wallace about delaying the reimbursement payments to try to find money for the road repairs. Currently we are paying \$6,600.00 at 7% interest.
- Sandie mentioned the directors have the option to ask residents to pay the 2020 dues early or at least a portion of it, if needed.

Unfinished Business

- Landscape committee will table juniper replacement for now.
- Road maintenance options will be addressed after discussions with Wallace and Jared.
- Loan payoff may be delayed until road and fountain repairs have been finalized.

New Business

- Architectural Committee - The board discussed creating an Architectural Committee vs having the board address violations. The board recommended having a separate committee with three people that could submit potential recommendations on violations of the Covenants, Conditions & Restrictions (CCRs) to the board for approval. The committee would need to include pictures with their recommendation. Sandie has a form letter that she will provide to this committee with process (i.e. notice with number of days to fix issue, letter of violation, fine, etc.). This committee would address items such as garage stain color, exterior paint color, required plants for front yard, etc. Ensuring all residents comply with the agreed upon guidelines when they joined the Gardens will add to the value of our homes. Even though there will be a committee in place, any resident can bring a concern or violation to the board. Sandie will work with the board to create a one-pager bulleting all of the neighborhood requirements.
 - The board can review the CCRs and make revisions or updates if needed
- Big Event - The board agreed to submit an application to the Big Event to help get assistance with some maintenance issues such as the rust and dirt on mailboxes. The event date is March 30.
- Entrance Sign Lights Replacement - The lights at the Gardens entrance sign need to be replaced. The cost of \$500 for two led lights and installation/labor costs. JR motioned to pull the money needed from the Flags and Décor category to be used to cover this expense. Tom seconded.
- Fountain Estimate – It will take \$1,075 to remove fountain, take it to the shop, clean it, and inspect it. The 2019 budget has \$1,700 for this. We could use \$500 for the entrance sign lights instead of pulling from Flags and Décor, and use the remaining amount to fix the fountain. Tom motioned to repair the fountain, Autumn seconded, motion was passed.

Adjournment