

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

MEMBERSHIP MEETING MINUTES

**Wednesday, July 24, 2019 AT 5:00 PM
Neighborhood Partners Office
College Station, TX**

Directors Present

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

Establishment of Quorum

A quorum was established

Rob called the meeting to order at 5:04pm

Review/Acceptance of Minutes

Minutes from the April 24, 2019 meeting were approved via email on May 21, 2019. Tom motioned to approve, JR 2nd and the motion carried.

Treasurer's Report

Tom provided review of financial reports for the 2nd quarter comparison reports

- Discussion held on irrigation; concern was discussed of over watering at entrance. Sandie texted Jeff with Greener ImagesIncome was up because three new gate remotes were ordered.
- Rob asked for a motion to approve the budget, Tom made the motion, JR seconded.

Management Report

Sandie provided review of management report

- Reviewed A/R Amounts, we have an outstanding balance of \$173.02. Owner has mailed the payment.
- No concerns have been filed with the management office over the last few months

Finished Business

- Road repair has been completed at the entrance.
- Entry lights, at the entrance and exit, have been installed at the realm sign.

Unfinished Business

- Sandie reviewed the report of the expenses for the balance of 2019 and the available funds that we might make it to the year end without shortage. Discussion was held. Directors might have to pay their \$300 maintenance fund for 2020 in November.

New Business

- Sandie reviewed an option to offer a 'Pay online' to residents for paying their Annual dues. A URL link will be set up on the association website. This will be a portal so owners will leave the website to go pay on the secure site. There will be no personal data saved on the website. The cost to owners will be a \$2.95 Fee for Echeck payments and 3% if they choose to pay with Mastercard, Visa or Discover. The fee is 3.5% if they use American Express. Discussion was held. There will be no cost to the association. Rob made the motion to move forward with the Pay Lease service. Tom seconded and the motion carried.

- 2020 Annual Budget draft was reviewed. Need to increase the dues another 10% was discussed. Rob advised that we still need to complete the resurface of the streets inside the gates. The longer we wait the more the repairs will cost. Discussion was held. Sandie asked if the association could have an increase of \$15 per month for the management. Discussion was held and Tom motioned for the monthly management increase and JR seconded. Rob motioned for the 10% Annual Dues increase for 2020, Tom seconded the motion and the motion carried. Jr motioned to approve the 2020 Budget Draft and to be presented at the Annual meeting with the final approval at the October board meeting. Rob seconded the motion and the motion carried.
- The Annual meeting scheduled for September 25 was discussed. Sandie advised the different meeting options, and the board agreed the Fire house 5 is good. The candidates were reviewed, and we have 1 new volunteer.

Adjournment

Meeting was adjourned at 6:12pm

Documents:

Agenda

Expenses for the balance of 2019

Emailed: 2nd Quarter Comparison Report

P&L Report

Balance Sheet