

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

ANNUAL MEMBERSHIP MEETING MINUTES

Wednesday, September 25, 2019 at 7:00 PM

**Fire Station 5
1601 William D Fitch Pkwy, College Station, TX**

Directors Present

Rob Youker, J.R. Torres, Tom Melia, and Autumn Biggers along with Sandie Miller and Amy Harrison representing Neighborhood Partners

1. Introduction of new candidates

2. CALL MEETING TO ORDER

- A quorum was established
- Rob called the meeting to order
- Volunteers were recruited to count votes
- Minutes from the September 12, 2018, first annual meeting were approved via email and posted to the website after the meeting last year.

3. REPORTS

- a. Tom (Treasurer) reviewed 2019 Budget Comparison report (dated 6.30.2019)
 - The biggest expense was paving the entrance in front of the gate.
 - There were no questions on the budget
- b. Management Report
 - Everyone has paid the annual dues
 - \$4.00 in Accounts Receivable
 - One house for sale
 - The PayLease System is being considered as an option to pay dues online and confidentially in the future. This system is easier for making and processing payments.

4. COMMITTEE ANNOUNCEMENTS

- ACC Committee – Jack Smart
 - Committee will look into ways to support the Garden’s needs assist with adherence to the committee policies
 - Michael Weaver with T&M Plumbing services many of the gas lamps in the Gardens and can be contacted at 979-575-7081
 - J.R. and Rob will reach out to him about potential options for servicing many of the homes in the Gardens at the same time
 - Jack Smart will send information to be posted to the website on the cover/wind guard used to prevent the gas lamp flame from being blown out
- Hospitality & Care – Shonda Gibson
 - Currently accepting ideas
 - Wants neighbors to know they are here to help during difficult times
 - Currently reaching out to neighbors when notified

- Lake & Lighting – Michael Parker
 - Currently there are no issues with the fountain
 - Looking at replacing some of the lightbulbs in the light posts so they are all the same color. The preference is to get all LED lights.
 - Looking at options to paint the light posts black. They have started to fade.
 - Looking into options for lighting up the trees around the pond and the cul-de-sac.
 - The price estimate is \$1,700-\$2,000 for the lights needed to go around the fountain and \$1,500 for both cul-de-sacs
 - Will need an electrician to do the drops then Michael can install the lights
 - There is currently no money budgeted for this so they will look at options to raise money
 - Michael and Jack Smart installed the new lights at the Garden's entrance
- Landscape – Cinda Youker
 - Committee is looking into long term options for the front entrance. The trees at the entrance are old and dying.
 - Two crepe myrtles around the fountain died and need to be replaced
 - J.R. volunteered to replace these later in the fall so they are not affected by the heat. The best time to plant these is November or December.
 - He will provide 45 gallon container trees that are roughly six feet tall. They will be purchased from the Brazos Valley Tree Farm (on Wellborn Road, close to Milican
 - The budget for this committee is \$1,500 per year
 - Linda asked if the committee could ask for donations for special projects. Cinda suggested a community wide garage sale with an entrance fee. These will be considered by the committee in the future.
 - There was a lot of support for neighbors being able to provide donations for community enhancements
- Social Committee – Michelle Smart
 - The committee is always welcoming ideas for future events
 - Last year's Christmas party was well received. The committee will find a date for another party this year.
 - A progressive (moving from house to house) party was suggested
 - Linda suggested having a Halloween trick-or-treat booth/set-up at the Garden's entrance (while gates remain closed) with dry ice (or other festive items) to hand out candy to the neighborhood kids

5. COMMUNITY UPDATES

- The road at the front entrance was repaired
- Michael replaced the lights at the front entrance sign
- The biggest future expense will be repairing the roads. It will cost roughly \$18,000 to fill the cracks and double seal the road. This repair is expected to last around 5 years. This needs to be done as soon as the funds have been built up. The longer this repair is put off, the more it will cost in the future as the road continues to decline.
 - In September 2020 each resident will be billed \$300 (a portion of the March 2021 annual dues) to help build the funds needed to repair the road. This money will be combined with other available funds to cover the cost of the repair. This \$300 will be an early and partial payment of the annual HOA dues. The annual HOA dues billed in March 2021 will be \$300 less.
 - The road will be repaired in the Fall of 2020 when the heat will not affect the asphalt.

- The fountain was repaired. New electrical, timers, underwater cords and a pump were installed. New screens were also installed to help prevent clogging.
- New junipers were planted on one side of the entrance to replace those that had died. There are two others that have since started declining. Greener Images can replace those later in the fall once the weather has cooled down.
- Neighbors that live along the entrance at the start of Scotney are experiencing drainage issues. This is due to the way the main sprinkler system is hooked up. Water is also pooling in the streets along some of the common areas. J.R. will meet with Craig from Greener Images on resetting the timer and other concerns. The sprinklers are adjusted two times a year but it has been a while since Greener images completed the last adjustment.
- Shonda and Cade suggested neighbors look into the resources provided through the Water Smart program at Texas A&M AgriLife Extension
- All of the crepe myrtles have been treated for mites and aphids. The treatment is good for one year. Please notify the Board of Directors if you see a crepe myrtle with a black trunk as it will need to be retreated. There is now money in the budget to cover this cost annually.
- The Big Event was held on March 30. The aggie soccer team came to the Gardens to work on several improvement projects. The event was a success and will be considered again next year.
- Future expenses:
 - The call box at the gate will need to be replaced. It is having issues again with certain numbers (7 & 9) along with malfunctioning after heavy rain.
 - A replacement will cost \$3,000 - \$5,000
 - The fountain pump, street maintenance and landscaping will be ongoing expenses

6. NEW BUSINESS

- Proposed 2020 Budget
 - Reviewed detailed budget to show where the money is going how it is being stretched.
 - The annual fees went up 10% this year (\$15 per month for a total of \$179 per year)
 - Annual dues are now \$1,975
 - The biggest reoccurring expense is Greener Images. The contract and services were reviewed and they offer the best deal for the services provided.
 - Gardens is working to pay the remaining balance to Greens Prairie Investors/Wallace Phillips (\$2,000 plus interest)
 - Within two years the Gardens will have paid back the electric bills dating back to 2014 covered by Castlegate Owners Association
 - The “Special Project” item in the budget at \$18,112 is to cover the road paving
 - There were no questions on the budget

7. TOPICS TO DISCUSS (see attachments)

- Technology Updates
 - Shonda and Cade provided an informational page with information
 - Cade will help with installing the Group Me messaging app that was setup as a way to message all neighbors at once. Messages can be received via text but the app must be used to send a message. Please notify Cade if you want to be removed from this group. The Neighborhood app is an alternative option we can look into if needed.

- Gate Codes
 - Neighbors should be protecting their personal gate codes. This allows for tracking (if needed) of who is entering the neighborhood.
 - The HOA Partners (Sandie or Amy) can give ongoing vendors a unique code if requested (pool cleaner, house cleaner, dog walker, etc)
 - FedEx and UPS have their own unique code to enter the neighborhood
 - If you have a code that has been given to a lot of people, please contact HOA partners to change your code.
- Gate Opener Remotes:
 - The HOA partners will occasionally audit gate codes and remotes to ensure that any extras are shut off (former vendors, real estate agents, residents, etc.). There are numbers on the back of the remotes used to confirm correct owners.
- Garage Door Codes:
 - Keep these updated and changed. When a home is built or purchased, the builder, former real estate agent or anyone who previously had the code will be able to open the garage. These should be protected like the gate codes.
 - See instructions for changing garage door codes in attachment. Cade can assist you if needed.
- J.R. is looking into staining options for garage doors on the older Garden's homes. It is a multistep process and using a sander to remove the previous stain will not work on the doors. He will provide guidance in the future.
 - Please make sure the approved stain color is used to ensure consistency across the community
 - With the correct product the stain should last around 9 years
 - Every 6-7 years it is recommended to strip the doors down to re-stain. A conditioning coat should be applied every 3 years.
- Parking around the cul-de-sacs has become a major issue, especially on Velencia. This can prevent an emergency vehicle from accessing homes.
 - All cars belonging to a resident should be parked in the individual driveways
 - The parking spaces near the fountain should be utilized for guests
 - Since the streets within the Gardens are private, police cannot be called to monitor this situation
 - The board is looking at options for enforcing this rule
 - Suggestions were made to put up signs, fine the residents not parking in their driveways, and contact an attorney
 - For those wanting to contact an attorney directly, Heath Poole was recommended
 - The covenants can be updated with stricter guidelines and enforcement options for roughly \$2,800
 - Reminder letters that included information on parking were sent out earlier this year to all residents
- Green Space/Standing Water (see attached plot with marked greenway and creek)
 - The creek that runs behind Velencia is a mess
 - Some residents have water and trash coming up to their fences
 - The greenway is owned by Catslegate. However, part of it is owned by individual Castlegate homeowners that purchased the vacant land behind their home
 - In order to clean up this space or even walk through the area, permission must be obtained from each individual owner
 - Castlegate Owners Association is also looking at this problem as the trash and debris is causing drainage issues from the fountains that need to flow into the creek

8. ANNOUNCEMENTS

- Results of election:
 - Rob Youker will continue to serve as President
 - J.R. Torres will continue to serve as Vice President
 - Tom Melia will continue to serve as Treasurer
 - Autumn Biggers will continue to serve Secretary
 - Michael Parker will serve as the Alternate Member for Board of Directors

9. ADJOURNMENT

- Rob motioned to adjourn and J.R. seconded

Documents:

- Agenda
- 2019 Budget
- Draft 2020 Budget
- The Gardens 2019 Committee List
- The Gardens HOA General Info Guide
- Castlegate Communities map highlighting creeks surrounding the Gardens