

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

QUARTERLY BOARD OF DIRECTORS MEETING MINUTES

Wednesday, October 23, 2019 AT 5:00 PM

**Neighborhood Partners Office
College Station, TX**

Directors Present

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

Establishment of Quorum

A quorum was established
Rob called the meeting to order

Review/Acceptance of Minutes

Notes from the July 24, 2019 meeting were reviewed and approved via email. J.R. motioned to approve the minutes, Rob seconded and carried on July 31, 2019.

Treasurer's Report

Review of Financial Reports - 3rd quarter comparison report

- Tom discussed reports – there were no changes
- We went over by \$2,400
- Discussion over budget categories and future options to cover upcoming expenses

Management Report

Neighborhood Partners, Sandie

- Sandie will email 2020 calendar with meeting dates
- PayLease Review
 - Gardens residents will need to register two times with separate logins if using this system to pay for both Castlegate and Gardens HOA dues
 - There is a check fee of \$2.50
 - Credit card charges vary
 - This is the same site that is used to pay property taxes
 - This payment system is optional
- Information provided by Shonda at General meeting will be added to Gardens webpage

Finished Business

- Road repair completed (entrance)
- Entry lights repair completed

Unfinished Business

- Expenses for balance of the year

New Business

Pear trees at entrance

- 5 need to be trimmed and 1 should be removed.

2020 Proposed Annual budget with dues increase

- Reviewed and finalized 2020 budget
- J.R. motioned to approve, Autumn seconded, all were in favor, no one opposed
- Sandie will email copy of final budget

Adjournment

Rob motioned to adjourn and J.R. seconded.