

**CASTLEGATE OWNERS ASSOCIATION  
4490 CASTLEGATE DRIVE  
COLLEGE STATION, TX 77845**

**MINUTES**

**MEETING HELD ON THURSDAY, APRIL 12, 2018  
OFFICE OF NEIGHBORHOOD PARTNERS**

***Members Present:*** Nick McKernan, Jared Jones, Krystal Broussard, Kyle Amos, and Sandie Miller and Lorena Spicher representing Neighborhood Partners

***Proceedings:*** Meeting called to order at 6:36 PM by Nick McKernan

***Discussion:***

A quorum was established.

The minutes from the previous board meeting held on January 11, 2018 were reviewed and approved via email on February 1, 2018.

Jared motioned to approve the minutes, and Nick seconded the motion. The motion carried.

***Treasurers Report:***

Kyle Amos gave the financial report. He reviewed all financial reports and stated we showed to be over \$242.00 in the retained earnings account from the March financials compared to the end of year 2017 financials. Sandie said they would look into the difference and let everyone know. Krystal said it was probably something entered in Quickbooks after the reports were run. Kyle stated that we were on track for the first quarter and confirmed that the \$5,000.00 was transferred into the maintenance account. Currently the Maintenance account has a balance of \$46,024.00.

We also discussed changing the way the special projects were entered into the accounting software. We felt that the projects needed to be expensed out and changed from an asset account. These items could be noted on the comparison report at the bottom.

***Management Company Report:***

Sandie reviewed the A/R amounts. Invoices were sent out for \$250,500.00, currently the 93.5% of the homeowners have paid there are 55 who have not paid. The balance due is \$19,120. 125 payments were made by credit card thus far. There is a past due balance of \$340.41, this is the balance owed for finance charges and fines only.

Lien Status: There is a total of \$1,175 due, 1 lien still in place from July 2017 at 2311 Kendal Green, Sandie to move forward with small claims court for \$1104.74 to include the 2018 billing. After small claims court is filed, if no payment is made, we have

instructed Sandie to file the Abstract on the property. The Lien at 4200 Middleham was paid in full and released.

Property Status of 834 lots: We still have 1 builder lot in the Gardens, 724 lots owned and lived in by the homeowner, 101 Rental properties, 6 Weekend homes and 2 vacant homes in the Gardens.

Statuses of Concerns: Discussion was had concerning the area behind 2313 and 2315 Carrisbrooke. This area is a common area and the property owners cleared the area and have been mowing it. This was done several years ago. We want to make sure that no other homeowners do this and the current homeowners understand when the home is sold, it is expected that they restore the area. Sandie will check the files on these properties and see if letters had been sent concerning this matter, if not she will send a notice to them.

### ***Committees:***

Spring Cleanup was April 7, 2018. This event was a huge success. We had 27 people come out and help, only 6 were not Castlegate residents. Nick did a great job coordinating the event and Chicken Oil provided Burger Box lunches.

Easter Festival: This event was canceled because we did not have a Coordinator.

Fishing Tournament: The date is April 28, 2018 from 8:00 am to 12:00 pm. Jared and Chad (as well as some other community volunteers) are coordinating this. They will have prizes and food from Laynes Chicken Fingers. Porta cans will be available and possibly a bounce house. Jared has been feeding the fish with the fish food we had for the feeder that was stolen.

Yard of the Month: Dennis is doing a great job with this and it is going strong.

### ***Finished Business:***

The Park Enhancement Project at the back lake was a huge success. We have had a lot of positive feedback and the planters look amazing. Jared asked that Sandie see about having some of the logs removed from the back lake. This seems to be a problem after a storm. The second fish feeder was installed and stolen again. The police were notified and a report was filed. We agreed to try one more time with the feeder. Krystal made a motion to order one more, Jared seconded, the motion carried. We also want to try to install a motion sensor light. The HOA office will get a quote on this. The "No Swimming" signs were installed at all ponds. The tops of the picnic tables were rusting at the back lake. Sandie was able to contact the company and get them replaced for no charge.

### ***Unfinished Business:***

Sandie was able to locate a gentleman to paint the realm lettering on the signs. He should have all of the lettering replaced on Wentworth by the end of the month. He has been painting the signs, this should be done by tomorrow.

***New Business:***

We discussed placing the American Flags around the community. The boy scouts have a fundraising project that places the flags out on 6 holidays. We agreed to place 9 flags: 2 at each section at: Donnington, Amberly, Hwy 40, Castlegate Drive and one at Castlegate Dr. and Victoria. Krystal made a motion; Jared seconded this, the motion carried. Sandie will take care of getting this done. We discussed possibly hydro mulching the area at the back pond that is very bare. Sandie's office will get quotes from Greener Images and Centex Hydromulch. They will also check about the need to till the area and if we need to bring in any top soil. The office will get this together and we will review and vote via email. We also discussed the area behind 4409 and 4407 Amberly. This is an area that builds up from the drainage and has to be cleaned out periodically. The cost to do this is \$2500.00. We also discussed the future of the Castlegate office. The castle is set to be turned over to the HOA in January of 2021. We will need to have an inspection done of this building and get clarification with the city planning and zoning as to how it is zoned. Sandie has a call into Lance with the city. We also may want to review the lease that is in place so we know what is expected at the time it becomes our property.

Adjourned at 8:00 PM

***Documents given out/emailed prior to Meeting:***

Agenda

Minutes from January 11, 2018

P&L and Balance Sheet as of 3-31-18

2018 Budget/Actual Profit and Loss Comparison