

CASTLEGATE OWNERS ASSOCIATION  
BOARD MEETING  
MINUTES  
Castle Office  
Thursday, July 14, 2022

Call to order: 6:10 PM by Krystal

Establishment of quorum: Krystal, Denise & Nick were present from the board w/Sandie from NP

Review/acceptance of minutes: from the 4/14/22 meeting by Nick who motioned to approve, Denise 2nd the motion which passed at 6:17pm

Treasurer's report: by Krystal who reviewed the Financial Report. We are on target for our 2022 budget with 45% of expenses to date. Report concluded at 6:28pm.

Management report: given by Sandie w/ Neighborhood Partners (NP)

- Review A/R total \$4,240

June 3 Liens were filed, and one still has a Lien from 2021  
A 4th Lien will be filed in Small Claims Court on the first of August

▪ Lien Status



Kendal Green – this property is in tax default, son is occupying the property  
Lancaster – nonpayment of dues  
Pickering – nonpayment of dues  
Rockcliffe Lp – nonpayment of dues

▪ Residential Property Status

Homeowners – 73688.3 %  
Rentals – 91 10.9 %  
Weekend – 7 0.8 %

Discussion completed at 6:36

▪ Status of Concerns

Belvoir – willow trees and brush were removed this week to allow residents to complete fence repairs/replacement. **The drainage is still a concern and an estimate to dig a trench to connect the drainage outlet to the opposite side of the walking trail sidewalk will be needed. We may also consider installing a drainage pipe from the cement outlet under the sidewalk to allow for drainage. Costs of both options will be presented at the next meeting to be included with the 2023 Budget.**

Residents filing water leaks on “See Click” with the City of C/Stn is working well. Concern that the city has only been placing a flag and not notifying NP was addressed. Given the ongoing drought and the potential cost to the HOA of running/wasted water from broken pipes should we request the city not turn off the water **we elected to continue to encourage residents to use “See Click.”**

Front Ponds Retaining wall vegetation was also discussed. If plants continue to grow the roots **disrupt the masonry work and cause damage. An estimate will be requested to remove the plant life to prevent this.**

Discussion completed at 6:50pm

Committees

▪ Community Events

Fishing Tournament – went well. We will plan to do it earlier in the am (7:30am to have cooler temperatures and end earlier in the morning by 10:30-11am). Signup sheets will also be done by age groupings to simplify the awards process.

The remaining committee budget is \$2,100 for the year. We discussed using these funds to have simple refreshments at the annual fall meeting and **in lieu of a “Fall Festival” having a “Cookies with Santa” event on 12/10/22 at the Entrance Castle from 9am-noon. We would likely close the road coming in and out of Castlegate drive for the safety of those waiting outside in line with young children and to allow part of Castlegate drive to be used as a parking lot. Cookies, cocoa could be served, and Santa could provide a small gift (like a candy cane, etc). More details will be decided once costs for Santa are available, and he is “booked” for the event.**

Discussion completed at 7:02pm

#### Finished Business

Maintenance repairs of Realm Signs including the Castle plus secure benches at back park

#### Unfinished Business

5 Williamsburg (est of \$2,700) is next to be scheduled. Extensive repairs needed. **We will solicit additional quotes from Aggieland Masonry and another company if needed.**

Wentworth (2 entrances) and Hwy 40 for next year?

Greens Prairie Road widening project

American flags for display on holidays: **the local BSA troop is no longer providing this service.**

**We decided to have 12 flags made with steel poles this year to display on patriotic holidays.**

**Estimates will be obtained (should be around \$65 per flag pole) and we will ask for volunteers at the Annual Meeting to form a “Flag Committee” who would be responsible for placing the 12 flags on the designated Holidays. We would also like to recognize Mr. Walt Coumbe at the Annual Fall Meeting for his service to our community with the large flag at the entrance (\$50 gift card and a public thank you).**

Wildflower border – in Sept Nick will meet with Justin to have mulch and rock border placed for a wildflower area. Nick already has the native wildflower seeds that he will donate.

Assessment of dead trees along Victoria Drive will also be done. Dead trees should still be under warranty but funds for landscaping projects (including wildflower area) are \$9,270.

Discussion completed at 7:16pm

#### New Business

2023 Special Projects:

1. Make repairs to Walking trail
2. Outdoor Park picnic tables
3. Addition of **2 benches along the walking trail was approved, locations pending.** A cement slab will need to be poured for both of these. (likely the “Champion Benches” made by Treetop Products).
4. Amberley Culvert Cleanout was discussed. **We may need to cut drainage “lines” into the concrete to prevent water from pooling and leading to pond scum and mosquitos.**
5. Belvoir drainage (**see discussion from above**). Estimate needed.

Discussion completed at 7:26pm

#### Annual Meeting:

The Yard Patio is secured for the Annual Meeting.

Refreshments (decided to have none this year) and Door prizes (\$200)

Agenda Items to include:

Updates on Special Projects from 2022 and for 2023

Help for a “Flag Committee” and recognize **Mr. Walt Coumbe with a \$50 gift card.**

Status of the various Board members who are returning or running again was also discussed.

Discussion completed at 7:37pm

#### Tabled Items:

Donnington Esplanade \$5,750 recommend holding for Greens Prairie widening

Entrance – City Park status will hold off until GP Road widening is completed.

Meeting adjourned at 7:39PM