

**Meeting Minutes**  
**Castlegate II HOA**  
**2nd Quarterly Meeting**  
**4/27/2020**

Meeting called to order by Ashley Lewis at 5:05 p.m.

A quorum was present with the following directors in attendance: Ashley Lewis (President), Melissa Lewis (Vice President), Fran Murr (Treasurer). Association manager staff: Kelsey Poston, Melinda Pimentel and Shawn Allman.

Melissa Lewis talks a little about the newsletters that go out every month, board all agrees this is a helpful tool and thank her for taking the time to put these together.

Fran Murr reads over the financial report.

Ashley Lewis asks about Merten, since he has moved is, he still going to be on the board? Melinda says that he has stepped down as ACC head chair, but he is still considered a part of the board.

Melinda Pimentel reads over the Management Report.

Management asks about meeting minute procedures for future meetings. Who does the board want to send the minutes for approval, Kelsey or Secretary, Kaleb Morton?

- Ashley Lewis suggest that Kelsey should keep doing them, as done in the past. Both Fran and Melissa agree.

Melinda explains that the complaints we keep getting about people getting into the pool is outside of our control. All pool codes are cut off, none are active. Shawn went and tested some to be sure there was not a glitch in the system and there is not, no codes are working so if there are people getting into the pool, they have to be climbing the fence. The best advice if someone sees people at the pool is to ask them to leave or call the police. There is a "Pool Closed" sign on the gate.

Shawn Allman reads the maintenance report.

- The pool drainage issue was tested the morning of 4/27/2020 and all seemed to be fine.
- Shawn explains that he spoke with the cleaning company who usually cleans the pool and keeps the facility areas sanitary and is going to be sending bids to the board.
- All pre-approved pool repairs have been completed.
- The lights on Green's Prairie is a constant light that has not been working, the system is tripping the breaker causing it to keep going out. Shawn has had the breaker and timer box replaced to see if that will fix the problem and it is still happening. The company suspects that there is a break in the line and to find the problem it is unknown how long

and what that problem could be, and the vendor will charge an hourly rate plus repair cost. Melissa suggest some options on how to keep the cost down by maybe out reflectors by the entrance as a lot of the complaints were that you cannot see the entrance at night if the lights are not working. Fran and Ashley both agree that this is a good idea for the time being. Shawn is going to do some research and see what he can find. He will send to the board for approval before purchasing and installing.

- The fountains have all three been working properly since the last repair on 2/14.
  - A company reached out to Shawn about colored fountain lights and they were wondering if they could use Castlegate II lake to test them out for 3-6 months. The board all agrees this seems fine.

Ashley continues with the Agenda and the Unfinished Business.

- Melissa request admin access to the Castlegate II website. Her goal is to make the website just overall an easier experience and better way to navigate through to find what you are looking for. Fran asks if management will still have all access that they currently have, Melissa says absolutely and if there is anything, she does differently she will keep the management company up to date with all changes.
  - Ashley motions to approve Melissa Lewis to have access to the website. Fran Murr seconds that motion. All in favor.
- Castlegate II Logo is the next discussion under the unfinished business.
  - Melissa Lewis has concerns that this is the logo that the developer picked and uses, and it is from Wayfair. The board all agrees to just keep going with what we have for now and maybe discuss this at a late time.
- Board meeting format for future meetings?
  - IT was already approved that the residents would be able to address issues to the board through a sign-up sheet. Melinda talks about the Topic to Discuss form like for the annual meeting and suggests having something similar to this for them to fill out and the board can review to see if it is something they would like to discuss at a meeting. This gives the residents an option to be able to speak of issues or requests they have so they do not have to wait until the annual meeting.

On to the New Business.

- Ashley talks a little about all the Castlegate II contract and getting possible new bids? Greener Images has just been rebid.
- It was previously mentioned to possible get a list of pre-approved sheds back on website for residents, however, Kaleb (ACC) has voiced that he does not want to proceed with this, he would rather have them submit so he can for sure review each ACC request that comes in to make sure it is within the guidelines. Board all agrees that is a great idea. ACC shed submissions will remain the same.
- Ashley Lewis asks about the current loan and possibly getting it refinanced?
  - Fran says it must be refinanced in 2021 already. Ashley has some banking references that she is going to get with to discuss and get some advice. This discussion is tabled until the next board meeting.

- The library box was previously approved already. The location however has not been talked about.
  - Ashley pulls up a google map view of the event center where Shawn Allman tells where the City lines are and the HOA. The board has decided to go look in person at places they think would be a good location for the box and will discuss at the next meeting.
  - Melissa Lewis motions to approve the library box and Ashley Lewis seconds that motions. All in favor. The location is TBD.
- Melissa Lewis speaks about preparing a scope of guidelines of what is to be done by the management company what is expected.

Kelsey Poston asks about the new pool open date.

- Board agrees that there is not a for sure open date. Right now it will not be before June 1<sup>st</sup>.

Meeting adjourned @ 6:19 p.m.

# 04/27/2020 Management Report

**Property Status:** 843 Lots

- 58 Developer Lots
- 55 Builder Lots
- 730 Owner Lots

**Inspection Summary** – 6 inspections visits, 98 violations since February 18, 2020.

- 7 – 3.06 Trash can/Debris
- 2 – 3.22 Unsightly articles (trailers, boats, etc.)
- 89 – 3.27 Lawn maintenance

**Management Questions** –

- HOA meeting minutes procedure – it has been brought up by a board member that the minutes should be prepared and submitted by the secretary. Can we have confirmation that the board agrees and get confirmation that management will not take meeting notes any longer?

**Aquatic Center:**

- Pool open date: June 1<sup>st</sup>?
- Pool closing date: October 15<sup>th</sup>
- Pool staffed hours: 3 pm – 9 pm
- All pool registration documents have been sent
- Club Memberships
  - 3 completed, 6 pending waiting for payment.
  - Questions –
    - Will they get prorated if the pool open date gets delayed?
    - Should outside memberships still be offered considering all that is going on?
- Procedures & costs due to COVID-19

**Event Center:**

- Open date June 1<sup>st</sup>?
- Procedures & costs due to COVID-19

**Maintenance items:**

**Pool Repairs:**

- Repaired main pool pump (3/4)
- Waterline tiles replaced (3/11)
- Handrails replaced (3/19)
- Repaired broken coping at edge of pool (3/11)
- Installed new auto-fill solenoid (3/17)

- Tested backflow system; pump operation and leak testing (4/27)

**Fountains in Main Pond:**

- Fountains repaired under warranty (2/14) and running constantly since.
- Kasco requesting to test lights on middle fountain (3-6 months, no cost)

**Lights on Greens Prairie:**

- Timer box and breaker replaced at Dalton entrance. (4/6)
- Need to troubleshoot, suspect break in line
- \$85/hour + materials to fix, can't give estimate because it's based on time.

**Pool Overflow:**

- PLACEHOLDER, work scheduled for week of 4/20