

NOTICE OF THE MEETING: Per Chapter 209 of the Texas Property Code, an open meeting of the Board of Directors of the Castle Estates Homeowner's Association will be held at 6:30pm on Wednesday, October 9, 2024, at Amegy Bank, 13030 Hwy 6. Santa Fe, TX 77510. The following items will be on the agenda for this meeting:

Castle Estates Homeowners Association, Inc
Regular Board Meeting
MINUTES *DRAFT*

1. Call to Order

- Meeting called to order at 7:35 PM
- Pledge of Allegiance & Texas Pledge

2. Roll Call

- Board Members
 - i. President – Jennifer Wolf, term 2022-2025
 - ii. Secretary – Denise Saylor, term 2024-2027
 - iii. Treasurer – Stephanie Seward, term 2023-2026

Open Forum

- No one attended the meeting other than the 3 board members so no open forum topics were discussed

Approval of Meeting Minutes

- Last Board Meeting – Motion made to accept previous board meeting notes by Jennifer Wolf and Denise Saylor 2nd
- Annual Meeting (3/7/23) minutes – on website but still unofficial until next Annual Meeting.

Presentation of Reports

Officer Reports:

President's Report

1. National Night Out – review event; next year's event reduce time to 6-7 PM; mayor and city officials attended this year, good 1st responder, WCID, and others from the city of SF attended
2. Update on Ave P project/closing temporary back access point – project was delayed due to Beryl recovery, no set date for completion but should be soon
3. Greenery – front entrance suggestions by Jerry Cross discussed; Denise Saylor will contact Jimbos Nursery to get ideas on cleaning up and replacing hedges; sprinklers to remain shut off since the weather is getting cooler

Treasurer's Report

1. 2024 spending in review
 - a. Spent less on legal fees than anticipated
 - b. Had to repair a part on the backflow unit so spent more on plumbing than anticipated
 - c. Saved money on flags since the pole broke and we have not had to purchase flags recently, also currently saving approximately \$200/year on flags due to purchasing from a different vendor
 - d. Water expenditures were less due to storms and backflow problem; less water was used than in past years
 - e. Insurance costs went up

2. 2025 dues – discussed amount later in meeting
3. Tax Exempt vs Franchise Tax Exempt – submitted for tax exempt status thinking we could be exempt from sales tax, but we are not eligible
4. Considered offering website and/or Zelle as payment options for next dues cycle; decided to add Zelle

Secretary's Report

1. Most recent Directory (dated 9/25/2024)
2. Discussed feedback of date(s)/days of the week/etc. when setting next year's annual membership meeting date; determined Wednesdays seem to work best
3. A Save the Date will be sent again with yearly dues letters in Dec; discussed possible dates for next annual HOA meeting (March 12?); keep offering incentives to attend (at least one \$50 gift card for those in attendance-we have one from attorney that was sent as a Christmas gift, + \$10 gift card drawing for anyone who sends in a proxy form)

Committee & Volunteer Reports:

Architectural Committee (given by President)

1. Current Members – Tom Estep, Jack Foreman, Aaron Deluna
2. All Terms 2023-2025
3. Reminder of ACC purpose - "the Architectural Committee ("AC") has the power and duty to review and approve requests for the construction of structures and improvements to properties located within the Jurisdiction of the Castle Estates Homeowners Association, Inc. The purpose of this review is to ensure the "conformity and harmony of exterior design" of the proposed structure or improvement with the existing structures in the community."

Social & Park Committees - no one has signed up for these

1. Still want to host a few events – set amount to spend per event at a maximum of \$100
 - a. National Night Out – in Texas is 1st Tuesday in October annually
 - b. Holiday decorations lights contest-\$50 gift card to winner (from attorney Christmas gift)
 - c. Event in the Spring? Neighborhood Egg Hunt?
 - d. Event in the Summer? Movie Night?
 - e. Yard of the Month has also been discussed but no volunteers to head up this committee either
2. If anyone is interested in volunteering for these committees, please let us know!

Flags (given by Secretary)

1. Current Volunteer is Jack Saylor – THANK YOU!
2. Quotes were obtained for a new flagpole over the summer, but the board held off on making a purchase in hopes that we could obtain sales tax exempt status and save some money; now that we know we are not eligible, new quotes will be requested as the previous ones have expired
3. Higher wind rating increases price for flagpole; budgeted \$5500 for new one; emergency board meeting will be held to approve a quote and order flagpole ASAP

Christmas Decorations (given by President) - current Volunteer is Jack Foreman – THANK YOU!

Old Business: *only previous "new" business was budget/dues

New Business:

Discussion and Possible Action regarding Flagpole Replacement – see information above

Notice of Emergency Board Meeting (7-24-2024) to discuss replacement bids

Review and Consider Approval of 2025 Annual Dues Amount

1. Deed Restrictions Section 5.3(a) allows 5% above the maximum without a membership vote
2. Discussion over annual dues amount was held (keep the same, increase, decrease, partial...)
3. Proposed: increase to \$182 which is slightly less than a 5% increase; Jennifer Wolf moved to accept increase, Denise Saylor 2nd – approved unanimously

Review and Approve 2025 Budget

1. 1/1/2025-12/31/2025
2. Discussion over adding/adjusting HOA Cell Phone? Number for voicemails? Special Events? - decided not to get at this time
3. J. Wolf and S. Steward will meet with our insurance person to get better clarity on current policies
4. Jennifer Wolf motioned to accept proposed budget with edits discussed, Denise Saylor 2nd, approved unanimously

Adjournment:

Meeting was adjourned at 7:40 PM; Stephanie Seward moved to adjourn, Denise Saylor 2nd