

CASTLE COVE BOARD MEETING

Tuesday –September 10th, 2024, at 6:00 PM

Shelter House

ATTENDEES:

Board Members

<input checked="" type="checkbox"/> Bruce Amrhien	<input checked="" type="checkbox"/> Charlie Spyr
<input checked="" type="checkbox"/> Chris Zell	<input checked="" type="checkbox"/> John Ridder
<input checked="" type="checkbox"/> Peter Goodwin	<input checked="" type="checkbox"/> Jont Rogers
<input checked="" type="checkbox"/> Ron Sans	<input checked="" type="checkbox"/> Tim Westerhof
<input checked="" type="checkbox"/> Shivaji Gunale	

Other Attendees

Linda Dernier	Audit expert
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- The meeting was called to order by John Ridder at 6:09 PM.
- The Board approved the minutes from the last meeting.
- Treasurer’s Report
 - The Treasurer’s Report was given by Charlie Spyr. The document is shown below.
 - The Board approved the Treasure’s Report
 - The Audit is complete and was presented to the Board.
 - Charlie Spyr would like to include major requests for updates to the pool and common area as a budget line on the budget for 2025 to be presented to the Association at the Annual Meeting.
- Audit Discussion – Linda Dernier
 - The Board asked Linda Dernier, who has done many audits, to complete the audits for 2021, 2022, and 2023. She has spent a tremendous amount of time and effort on producing the audits. These audits have been distributed as one document.
 - The overall result of the audit is that the Castle Cove Board has complied with all regulations.
 - Issues found during the Audit
 - Pyle Pool has now started charging for water testing but they did not do it before.
 - Linda was given access to the Board Members section of the website. This has helped to speed up and verify the data.
 - There is an issue when the Board deals with our law firm. Our law firm did not supply adequate documentation. We are entitled to 15 minutes of free phone calls per month. There was no documentation on this. We were supposed to have a reduced rate, statements don’t say if it was done. It was suggested that we track all correspondence with the law firm. It was also suggested that we document which Board Members have the right to contact the law firm.

- It was recommended to start a finance committee. Linda volunteered to be on the committee.
 - We need to have two board members on the bank accounts. The Treasurer should be added to the account as the second signature.
 - Business entities need to file every two years. This has been filed on time.
 - The report is on the website under Yearly Audits.
 - The Board previously approved an amount for this service. We need to send her a 1099 form for this year.
 - The Board approved the Audit reports for 2012, 2022, and 2023.
 - The Board approved having Linda do the audit for 2024.
- Architectural Committee
 - One patio is being installed.
- Common Grounds
 - Signed 3 yr contract with Providence for lawn cutting. The contract for snow removal needs to be signed.
 - It was suggested that some of our grassy areas be converted to natural vegetation. This will be discussed at future meetings.
 - The dead branches on the serpentine wall facing 82nd street need to be removed.
 - Our neighbors saw the AES sub contractor that installed high voltage wires underground in the area cut the branches. Bruce will call AES about removing the branches.
- Pool
 - The leak in the pool room has been repaired.
 - The bathroom dead bolts were replaced today, we now have new keys.
 - The gate going into the pool has not shut on its own. A gate company has been contacted to get this repaired. .
 - We are getting estimates to revitalize the bathrooms. We will need a plumber and or general contractor This needs to be in the budget for next year and approved at the Annual Meeting.
 - There are several umbrellas that were purchased earlier that have not been used. we do not need any more umbrellas.
 - New pool furniture may not be needed next year.
 - It was suggested that when we purchase new furniture that we keep them uniform.
 - The edges of the steps entering the pool are not marked that code requires. This required us to have the edges of the steps painted. The paint has worn off. Next year the steps will need to be tiled or marked with a dark edge to meet code.
- Compliance
 - Two mailboxes on Springwater Drive need to be fixed. and a few mailboxes are the wrong smaller version.
 - It was suggested that the Board purchase a few mailboxes and paint them. When someone needs a mailbox, we can sell it to them at cost. The Board approved spending \$200 for the purchase and painting of these mailboxes.
 - The covenants require that each homeowner have at least two trees in the front yard. Many have had their front trees removed. These should be replaced.
 - There are a few lawns that have not been cut for a long time.

- The Board will send out a general email-ing stating that these covenants need to be followed.
 - There are three trailers on the street in the Springwater Drive area that need to be removed. One of these is a very large commercial trailer.
 - It was suggested that at the Annual Meeting we bring up the question if folks would like to put Solar Panels on their roofs. No one has asked for this yet.
 - Social Committee
 - Nothing new. Luminaria display set for December 22
 - Garden committee – Nothing
 - Lake
 - The Pond company did not have access to the lake because the gates were locked. Several folks on the Board said that they would help to open the gates.
 - There was a fish kill earlier this summer and There have been several algae blooms.
 - The current contractor does not communicate well.
 - It was suggested that we use them for another year because they were learning as a new company and seem to have reacted well to our requests.
 - Nominating Committee
 - We have 3 openings. We need two candidates to run with Tim Westerhoff - as Chris Zell and Jont Rogers - Do not want to run again
 - Tennis
 - No comments
 - Welcome
 - Several homes need to be welcomed. We hope to coordinate the Crime Watch and HOA welcome activities.
 - Website
 - The homeowner's section of the website has been completely revised to be easier to use and more consistent. A new section on the Castle Cove Homeowner's Association startup documents has been added to the website. The Board Member's only section is undergoing a dramatic update. This is a very large section with several new areas that are under construction. A new section will be added for the Treasurer's viewing only. This would give us electronic copies of financial documents to help if they were lost.
 - Crime Watch
 - Crime Watch meeting coming up October 29th at the library.
 - It was suggested that we combine the two welcoming efforts.
 - EADS, Murray and Pugh will be having a dinner meeting for Board members coming up soon. All board members are invited.
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- The next meeting is set for Tuesday October 8th at 6:00 PM at the Ron Sans' home. The is the yearly budget meeting.
 - The annual meeting will be on the 2nd Tuesday November 12th at 7:00 PM. Bruce will contact Lawrence North High School to arrange the meeting room.
 - The meeting was adjourned by John Ridder at 7:59 PM.

Reviewed by: John Ridder - President

Unapproved

Treasurer Report for September 9, 2024

PNC Bank Balances - as of September 1, 2024:

Checking (0946):	\$34,769.16
Savings (6573):	\$42,550.23
PNC Total:	\$77,319.39

BMO Bank Balance - as of September 1, 2024:

CD# ***4245	\$55,316.03
CD# ***1301	\$25,488.02

PNC+ BMO Total: \$ 158,123.44

Unapproved

We've had 2 recent home sales: Lot 35, new owners Jared and Taylor Dickerson and Lot 7, new owner Joshua Napier

Audit

2024 Dues collection status report:

Sole delinquent account has started making payments. At last report remaining balance is \$411.01.

Audit of the HOA's financials for the years 2021 through 2023 is reportedly complete. Report due at the 9/9/24 Board meeting.

2025 Budget

In preparation for the 2025 Budget we should include dollar amounts going into non-routine projects like restroom floor coatings and other proposed remodel expenses for 2025. Facility improvements could come from reserves with homeowner approval of at our November meeting.

Educated guesses as to what our 2025 contract prices will be for pool, mow, pond services are welcome. I'll estimate next year's utility expenses.

Misc.

I found out recently that our Pond maintenance firm has my home number as THE contact for our HOA. That's ok – but, now with the pool gates closed they will need the gates opened for them for the next 3 visits remaining in this year's contract season. I'd appreciate a volunteer as a back up number for them. Up until now the pool gates were being opened by Pyle's during pool season.

Sincerely,

Charles Spyr, Treasurer