

**NEW CASTLE AT TOWNE PLAZA HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MONDAY, OCTOBER 19, 2009  
MINUTES**

**PRESENT**

Bitsy Chamberlin  
Frank Vazquez  
Mark Deaton  
William Anderson

Jim Miller, Managing agent.

**ABSENT**

Lori Godwin

The Board of Directors meeting for New Castle at Towne Plaza Homeowners Association, Inc. was called to order at 6:05 p.m.

**MINUTES**

Motion was made, seconded and carried to approve the minutes of the September 21, 2009 Board of Directors meeting and Executive Session as amended.

**REPORTS**

The Financial Summary and Management Report reviewed and accepted as presented. Management answered a number of questions regarding expense variances, i.e., salaries, water & sewer, etc.

**UNFINISHED BUSINESS**

There was discussion about the concrete/pea gravel work that was performed by Telluride Construction near Carney Mitchell's unit, and management will address it with them prior to making payment for the job.

There was discussion regarding the tree in the patio of unit 507, and suggestions were made as to what might be done to save the tree. All were in agreement that Ms. Norman may keep the tree; however, she must move the Ficus tree to inside her patio area (away from the building and fence). The divider fence will be moved over.

Mark Deaton advised that the surveillance system company has gone out of business, and the Association still owes approximately \$68,000.00. Another

company has been located to make the adjustments and corrections that are needed, and payment for those services will come out of the \$68,000.00 owed. This company has also agreed to take over the warranty and the maintenance contract as well. At this time, two of the license plate cameras are now working, and the software is operational.

There was discussion regarding the two recent criminal incidents on the property and the camera recordings for same. It was noted that the camera at the visitor parking area off New Castle did not capture anything; therefore, it will be adjusted or relocated accordingly.

Management advised that the cat walk work and easement work for the fire hoses has been completed with the exception of only one unit who had requested an easement rather than leaving his gate open.

Management advised that we will have a report from legal counsel regarding the Comcast cable chases by the end of the week.

Management is in the process of obtaining proposals for curb painting and parking lot striping.

## **NEW BUSINESS**

Management advised that the New Castle Apartments contacted us on Thursday to advise they would be replacing a section of parking lot between the two properties and requested that the Association share in the cost of same. The residents were notified of the work.

Management presented information regarding the fire insurance claim.

There was discussion again regarding new signage, and management was given instructions regarding this project.

Management was directed to write all owners with downstairs units informing them that they must provide a key to their gate to the on-site staff if they have a common breaker box inside their patio area.

Bitsy recommended appointing a committee to work with the City of Houston to resolve drainage issues along Wild Indigo. A volunteer has been found to chair the committee.

New Castle  
Minutes  
Page Three

Management was requested to obtain pricing for additional lighting for the top level parking garage as was discussed during Homeowner Forum.

It was noted that the patrol officer has yet to provide a schedule as was previously requested. Management will follow up with him.

There being no further business, the meeting was adjourned to Executive Session.



Approved

\_\_\_\_\_ Date

**NEW CASTLE AT TOWNE PLAZA HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MONDAY, NOVEMBER 16, 2009  
MINUTES**

**PRESENT**

Lori Godwin  
Mark Deaton  
William Anderson

Jim Miller, Managing agent.

**ABSENT**

Bitsy Chamberlin  
Frank Vazquez

The Board of Directors meeting for New Castle at Towne Plaza Homeowners Association, Inc. was called to order.

**APPOINTMENT**

Lori Godwin resigned her position on the Board, and the Board accepted such resignation.

Motion was made, seconded and carried to appoint Joanna Stern to the Board of Directors to fill the vacant position.

**MINUTES**

Motion was made, seconded and carried to approve the minutes of the October 19, 2009 Board of Directors meeting and Executive Session as written.

**REPORTS**

The Financial Summary and Management Report reviewed and accepted as presented. Management answered questions regarding the variance under Electricity, and it was noted that the electricity contract currently in place will expire in September, 2010. Stan Hill a former Board member will need to be given authorization to sign a contract at the last minute as the rates change hourly. The Board agreed to give Stan Hill the authority to negotiate the electric contact for the Association.

