# Castlewood CONNECTION



Where: Clubhouse

Date: Saturday, February 18th

Time: 7:00 pm

Bring a bottle of wine to enter into the Blind Tasting. Everyone will sample the wines and the winners will receive high praise and prizes!

Heavy Appetizers and Prizes Provided!



February 2023

### Are you new to the community?



Be sure to create an account at www.spectrumam.com. The community manager can assist you with your account number or resetting your password. Answers to the most common questions can be found at www.castlewoodhoa.com. The community manager is available M-F from 9 to 5 in the clubhouse. Feel free to stop by in person, call or send her an email. If you would like to receive emails about upcoming events in the community or important alerts, be sure to register your account at www.spectruam.com and email the community manager so she can update your contact information and include you on eblasts.

Community Manager – Jennifer Hansen
972-317-2457
After hours/ emergency number
972-236-6214
jhansen@spectrumam.com
Office Hours M-F from 9 to 5



## Mark Your Calendar



### Notice of Open Seat on the Board of Directors

The BOD will appoint one resident to fill a recently vacated seat on the Castlewood BOD at the monthly meeting on February 15, 2023 at 6:00 pm in the Clubhouse. If you are interested in serving on the BOD, please email the community manager (jhansen@spectrumam.com) your name, address, a short biography, and an explanation of why you feel you would make a good BOD member by February 10, 2023.

BOD members must be willing to commit to monthly BOD meetings and be able to devote roughly 1 to 2 hours a week to respond to communications from the community manager.

### A Huge Thank You

The BOD and the community manager would like to sincerely thank Tony Leone for his many years of service on the BOD. Castlewood was fortunate to benefit from his financial expertise, his sincere commitment to the community, and his willingness to consider all points of view. His leadership will be missed! We wish you all the best in your future endeavors Tony!



#### Assessments payment are now past due!

Residents are encouraged to pay assessments online at www.spectrumam.com. The community manager can assist residents with account set-up including providing account numbers and resetting passwords. Payments left at the onsite office cannot be processed by the community manager. Checks are delivered for processing to the Plano office once a week.

Accounts will be levied monthly fees totaling \$35 each month assessments go unpaid.



### **Contact Information**

3420 Fairfield Ln. Highland Village, TX 75077

Onsite office 972-317-2457

After Hours 972-236-6214 (emergencies only)

jhansen@spectrumam.com

www.spectrumam.com www.castlewoodhoa.com

Jennifer Hansen Community Manager

Office Hours
M-F 9 to 5

Monthly BOD Meetings are the 3rd Wednesday of each month in the Clubhouse at 6:00 pm

Annual Meeting December 10th

Yearly Assessments due January 1 of each year

Pool/ Tennis Court Cards can be activated in the clubhouse office M-F between 9 and 5

# Happy Valentines Day from your

CASTLE WOOD



# Swim Team





REGISTRATION BEGINS MARCH 1<sup>ST</sup>!





Don't miss out on a summer of FUN!





HOW TO DRAW A VALENTINES DAY DRAGON

### Stuff to Know/ Castlewood HOA

- Leaves and yard waste must be bundled and or placed in brown kraft bags for pick up per the City of Highland Village. Yard waste will not be collected in plastic trash bags and tree limbs will not be collected if left in piles at the curb. If yard waste remains at the curb, you may be issued a violation which can result in a daily fine of \$10. Please visit the City of Highland Village website for more information www.highlandvillage.org/258/Garbage-Recycling
- Recreation/sports equipment such as portable soccer goals, bicycles, scooters etc. must be stored out of view when not in
- Please evaluate your mailbox and determine if it needs a fresh coat of paint or replacement. Mailboxes must be black and free of rust. The mailboxes originally used in Castlewood are from Brandon Industries located in McKinney. You can visit their website at www.brandonindustries.com or call them at 972-542-3000. Mailboxes may be replaced using other retailers so long as they are black.
- For issues such as barking dogs, vandalism, street parking or suspicious individuals in the neighborhood please call the City of Highland Village FIRST to file a report at *972-317-6551*. Reports can be filed anonymously. If there is a true emergency, please call 911. If you wish to share any of these issues with the community manager, please do so only after you have informed the city.
- If you wish to make a reservation for the clubhouse, pavilion, or soccer fields, please visit **www.castlewoodhoa.com** for details. You can check for availability by visiting the community calendar.
- If you plan to make any improvements to your home, be sure to submit an application to the Modifications Committee prior to beginning your project. In addition to any required permits by the city, you must also receive written approval from the HOA. Applications can be found at www.castlewoodhoa.com and should be submitted directly to the community manager at *jhansen@spectrumam.com*.
- Site inspections are conducted twice a month by the community manager. The date of the inspections cannot be disclosed. If you have reported an issue to the community manager she will follow up on her next scheduled inspection with the exception of a special circumstance such as an unapproved improvement that is already underway. The community manager CANNOT discuss details regarding another residents' account, the status of a violation, or any action being taken against a resident on behalf of the HOA. While we appreciate reports from residents, once you have made your concern known to the community manager the matter is out of your hands and there will be no follow up regarding the matter. The HOA will take all appropriate action involving the matter and any communication will remain confidential and between the community manager, the BOD, the resident, and the Modifications Committee when appropriate. The HOA uses the associations' attorney and strictly follows the law regarding HOAs in the state of Texas. While the process may sometimes seem slow, the association takes all appropriate and available action to do what is in the best interest of the community. Please do not call or email requesting a follow up on your concerns as legally, the community manager is not able to provide you with one.







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melodyorrantia@gmail.com







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in my life. Only you have the power to make
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### **Castlewood CONNECTION**



CASTLEWOOD HOMEOWERS ASSOCIATION 3420 FAIRFILED LANE HIGHLAND VILLAGE, TX 75077

### Friendly Reminder

Trash and recycle bins should be put away by Friday evening. If you will be out of town for the weekend, be sure to ask a neighbor or friend to pull them up for you. Remember, trash, and recycle bins should be stored out of view of your neighbors and the street, they should not be stored on driveways or on the side of your home without a screen. Visible trash cans can result in daily fines of \$10.



Be a good neighbor and help keep Castlewood a great place to live!