

Castlewood Homeowners' Association, Inc.

3420 Fairfield Ln.

Highland Village, TX 75077



October 1, 2025

Dear Homeowner,

You are hereby given notice that the annual meeting of the members of the Castlewood Homeowners' Association, Inc. will be held on Wednesday, December 10, 2025, at 6:00 pm in the Castlewood Clubhouse located at 3420 Fairfield Ln., Highland Village, TX 75077.

The purpose of the meeting is to elect (3) three board members.

Returning your proxy/ absentee ballot will help us meet quorum requirements and save the association the expense of calling a second meeting.

During the annual meeting on December 10, 2025, the board will outline 2025 accomplishments and goals for 2026. The annual meeting packet will be posted on the community website for your reference if you are unable to attend the meeting.

Please return your proxy/absentee ballot no later than 6:00 pm on Monday, December 8, 2025. You may return your proxy/ absentee ballot in the following ways, scan the completed form and email it to jhansen@spectrumam.com, drop it off at the onsite office during business hours, deposit it in the dropbox at the onsite office, or return via mail to the address above.

Additionally, proxies/ absentee ballots can also be returned at the annual Cookies with Santa event on December 6, 2025.

Thank you and we look forward to seeing you at the annual meeting.

Castlewood Board of Directors.

2026 Annual Assessment Increase

After careful consideration, the Board of Directors (BOD) has decided to increase the annual assessments from \$650 to \$750. This marks the first increase in over 15 years.

Over the past several years, the BOD has diligently worked to balance rising costs, the necessary maintenance of our aging amenities, and the desire to keep assessments affordable.

In 2023, we reduced onsite office hours from five days a week to two, and in 2024, we hired a part-time onsite office administrator, significantly reducing staffing costs.

Our focus has been on meaningful improvements and cost-effective solutions.

One of our largest expenses is the upkeep of the brick wall along 2499. Several years ago, we spent close to \$85,000 to address cracks, sagging panels, and tree damage. This type of maintenance is expected every 5 to 7 years. With inflation and rising material and labor cost we anticipate this expense to cost significantly more when it becomes necessary again.

In recent years, we have updated tennis court security, added two pickleball courts, updated the tennis court lights to LED lighting, and resurfaced the courts. The pool has been resurfaced with new coping, and new furniture covers, side tables, and an awning have been added. The clubhouse received an interior update in 2018, with ongoing furniture replacements, and most recently, a fresh coat of exterior paint and new outdoor lighting and fixtures.

In 2022, we lost income from a Sprint Tower lease, amounting to roughly \$13,000 annually.

The increase in assessments will help us rebuild our reserve account to fund future projects and ensure we can continue addressing large maintenance needs as they arise.

A line-by-line budget summary for 2026 is included in this packet. We will review the full budget narrative at the 2025 annual meeting.

We appreciate your understanding and continued support as we strive to maintain and enhance our community.

If you have any questions or concerns, please feel free to reach out.

Castlewood Board of Directors

Annual assessments are due on January 1, 2026.

2026 Budget Summary

Expense Type	2026 Budget
Maintenance	\$21,500.00
Utilities	\$48,500.00
Administrative	\$56,180.00
Contract Services	\$76,710.00
Parts & Supplies	\$5,500.00
Insurance	\$16,000.00
Transfer to Reserve	\$63,610.00
Total Expenses	\$288,000.00

Total Properties in Castlewood: 384

2026 Annual Assessments: \$750.00

Assessment Due Date: January 1, 2026

2025 Castlewood Board of Directors

Mike Murphy/ President-Term expires December 2025

Amber Coddington/ Treasurer- Term expires December 2026

Cameron Glass/ Secretary- Term expires December 2026

Manoj Thomas/ Directory- Term expires December 2025

James Richter/ Directory- Term expires December 2025



Annual Budget Summary - Operating

Castlewood Homeowners' Association, Inc.

2026

Date: 9/26/2025

Time: 11:31 am

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Account	Total
INCOME	
Income	
4110-00 Homeowner Assessment	\$288,000.00
Total Income	\$288,000.00
Total OPERATING INCOME	\$288,000.00
EXPENSES	
Maintenance	
5116-00 Pool Maint/ Repair-non contracted	5,000.00
5117-00 Signs	500.00
5120-00 Recreation/Playground	2,000.00
5125-00 Tennis Court Repairs	500.00
5130-00 Misc. Repairs/Maintenance	6,000.00
5150-00 Irrigation Maint/ Repairs	7,000.00
5152-00 Landscape Replacements	500.00
Total Maintenance	\$21,500.00
Utilities	
5205-00 Gas	1,300.00
5210-00 Electric	9,000.00
5220-00 Water/Sewer	35,700.00
5235-00 Cable/Internet	2,500.00
Total Utilities	\$48,500.00
Administrative	
5310-00 General Administrative	5,000.00
5325-00 Mgmt./Admin Staff	18,000.00
5340-00 Telecommunications	1,500.00
5345-00 Social Committee	8,600.00
5360-00 Office Supplies	750.00
5370-00 Dues & Subscriptions	530.00
5375-00 Licenses/Permits/Filing Fees	100.00
5410-00 Management Fee	14,000.00
5420-00 Audit/Accounting	400.00
5430-00 Legal-General	4,000.00
5560-00 Income Taxes	300.00
5831-00 Newsletter	3,000.00
Total Administrative	\$56,180.00
Contract Services	
5140-00 Landscape Maintenance Contract	47,610.00
5410-00 Pest Control	4,000.00
5420-00 Contracted Pool Maintenance	15,600.00
5445-00 Contracted Porter Service	9,500.00
Total Contract Services	\$76,710.00
Parts & Supplies	
5530-00 Cleaning Supplies	1,500.00
5590-00 Misc. Parts/Supplies	4,000.00
Total Parts & Supplies	\$5,500.00
Insurance	
5540-00 Insurance	16,000.00
Total Insurance	\$16,000.00
Reserve Expenses	
6300-00 Transfer to Reserve	63,610.00
Total Reserve Expenses	\$63,610.00
Total OPERATING EXPENSE	\$288,000.00

2026 Board of Director Candidate Profiles

Mike Murphy- Current President

As a current board member of 15 years, I take my responsibilities caring for our neighborhood very seriously.

I have been blessed to be married to Jan for 32 years and we have twin boys (Kyle and Ryan). They are both in their Senior year and we hope will graduate from college this year.

Thank you for letting me assist with the current and future direction of Castlewood HOA, which we all call home.



James Richter- Current Director

I have served 3 terms on the HOA board and multiple terms on the Modifications Committee. I have also served 2 terms on the Media and Communications Committee for the City of Highland Village as a way to give back to my community.

My goal is to continue to help make our community enjoyable for all residents and to make the most efficient use of the HOA funds and resources.

Additionally, I am in IT and over the past several years I have increased the security of the Clubhouse/ pool Wi-Fi by providing network guest access and isolating traffic to protect the office and other equipment. I updated the community website to a more user-friendly version that allows residents to make reservations online, view the community calendar and easily find answers to many frequently asked questions about Castlewood.



Manoj Thomas- Current Director

It has been an honor to serve on the board of Castlewood, and I would love the opportunity to continue the work we started. As a board member my priority has always been to have a pragmatic and simple approach to most questions the board faces. I believe the board should simplify interactions and reduce costs, all while improving the experience. I promise to be your champion on the board. Me and my wife raise our 4 kids here in Castlewood and we are proud to call it home.



Castlewood Homeowners' Association, Inc.

2025 Annual Meeting Proxy/ Absentee Ballot

Please sign, date, and return before 6:00 pm on Monday, December 8, 2025.

To vote by proxy, select Option 1 or Option 2. For your proxy to be valid, the owner's name, signature, date and property address must be filled in.

To vote by absentee ballot select Option 3 at the bottom of the form. For your absentee ballot to be valid the owner's name, signature, date, and property address must be filled in.

___ Option 1- _____ (name of someone who will attend the meeting on your behalf) will attend and represent me with the full power to vote and act formed in the same manner, to the extent and with the same effect as if I were personally present.

___ Option 2- This is to be used for quorum purposes only.

Unless terminated sooner, this voting instrument shall terminate automatically upon the final adjournment of the Annual Meeting for which it was given.

Owner's Name (Printed) _____ Owner's Signature _____

Owner's Property Address _____ Date _____

To vote by absentee ballot, complete Option 3 ONLY. For the absentee ballot to be valid, the owner's name, signature, property address, and date must be filled in.

___ Option 3- Vote by Absentee Ballot. You may submit an absentee ballot and later choose to attend the meeting in person, in which case any in-person ballot will prevail.

Please vote for 3 (three) Board Members.

Mike Murphy

James Richter

Manoj Thomas

Owner's Name (Printed) _____ Owner's Signature _____

Owner's Property Address _____ Date _____