

COTTON MANOR JOINT OPERATIONS BOARD
Management Meeting
April 27, 2009

Minutes

Members Present: Kathy Griffin, Shawn Warner, Sara Goodman, Steve Bingham, Lynn Burbidge, John Page, Kirk Ehlers and Dave Paul.

I. Welcome and Called to Order

Kathy welcomed everyone and called the meeting to order. Minutes of the March 30th meeting were approved as presented.

II. Management Report

- A. Pool Modification Status.** Dave confirmed that all pool modifications to meet the Virginia Graham Baker Act have now been completed, including new tile and plaster, for a total cost of \$12,680. This included new depth markers as well. It was moved, seconded and approved to make the final payment to Gooch Pools for the work that has now been completed.
- B. Pool Cover Repair.** Dave noted that he had received a bid \$3,057 to replace the pool cover. However, the Board voted to hold on that replacement at this time due to unanticipated expense to re-tile the pool. The cover has been repaired at a cost of \$400 at this time and seems to be working adequately.
- C. Pool Maintenance Bids.** Dave reviewed a bid \$495 for a five day per week pool service from Johansen Pools and a bid of \$500 from MD Pools for five day per week service. Shawn expressed his desire to maintain the pool for the Association at a cost of \$500 per month for five day per week service. After some discussion it was moved, seconded and approved to have Shawn handle pool responsibilities throughout this summer season.
- D. Rain Gutter Down-Spout Bids.** Dave reviewed bids he had received from contractors ranging from \$80 per unit to \$150 per unit to install a rain gutter on the downward slope of each unit to prevent washout to the lower units below. He also received a bid from Steve Handy at a cost of \$175 to perform the same type of service. After some discussion it was moved, seconded and approved for the Association to pay \$80 for the side rain gutter on those units that have drainage problems on the downward lots below. The Association, to be fair with those who have already paid for rain gutters, will provide an \$80 credit to those units as reimbursement upon request. Dave will contact One Call Solutions and will have the rain gutter company begin installation of these units at a cost of \$80 per unit.
- E. Pest Control Bid.** Dave reviewed a bid of \$500 from Morgan Pest Control to treat pests in bushes and trees. He also received a bid from Arbor Tech for the same service. After some discussion it was moved, seconded and approved to go with the Arbor Tech bid. Dave Paul will schedule their work as soon as possible.

- F. Backyard Landscape Memo.** Dave reviewed a memo he is holding to be sent to all units who have not completed their backyard required landscaping. It was agreed to hold on this memo until the rain gutters have been installed.
- G. Maintenance Estimates.** Dave reviewed routine maintenance requests for units #113, #114, #140. Each was approved and will be scheduled as soon as possible.
- H. Revised Asphalt Bid / Speed Bump Bid.** Dave reviewed a bid of \$2,750 from Gordon Paving to install 11 speed bumps throughout common area. He also reviewed a revised bid from Gordon Paving for asphalt maintenance, crack sealing, and slurry work. It was agreed to hold on this bid at this time.

III. Committee Reports

- A. Pool Restroom Bid.** Shawn noted that he is in the process of working on a bid to install pool restrooms. More information will be available at the next meeting.
- B. Road Recommendations – Master Plan.** Sara noted that her Dad is working on his recommendations for required road maintenance at this time, as well as a plan prioritizing work throughout common area that needs to be accomplished within the next 20 years. After some discussion, it was moved, seconded and approved to proceed with finding another company to prepare a master plan for the Association to follow, which will outline required work to common areas along with the reserve funds that need to be collected to pay for those projects. It was also moved, seconded and approved not accept any other projects until the master plan is approved and in place.

IV. Adjournment

With no further business, the meeting was adjourned. The next meeting was scheduled for Monday, June 29th at 5:00 in Dave's office.