

**COTTON MANOR JOINT OPERATIONS BOARD**  
**Management Meeting**  
**April 25, 2011**

**Minutes**

**Members Present:** Kirk Ehlers, Kathy Griffin, Shawn Warner, Al Byington, and Dave Paul

**I. Welcome and Called to Order**

Kirk welcomed everyone and called the meeting to order. Minutes of the March 28<sup>th</sup> meeting were approved as presented.

**II. Financial Report**

Dave Paul reviewed the financial report with the committee. He indicated that the Association had increased its cash position since the previous month and is currently coming in at 75% of budget through March 31<sup>st</sup>. It was moved, seconded and approved to accept the financial report as presented.

**III. Management Report**

- A. Asphalt Maintenance Schedule.** It was agreed that the bid from AT Asphalt for \$22,322 was most favorable and has been approved. Shawn has been in touch with the contractors of AT Asphalt and has had all questions answered regarding the methods and materials to be used. It was noted that scheduling on this job should be in the early part of May. It was also noted that the payment for this expense will come from the cash reserve and cash accounts the Association currently has.
- B. Letter Sent to Unit #160.** Dave confirmed that a letter has been sent to unit #160 approving their rental request and extending a hardship variance for them at this time.
- C. Unit #124 – Mold.** Shawn reported that he has inspected unit #124. There is a spore test scheduled for tomorrow which will determine the extent of the mold, if any. After the testing a determination will be made as to whose responsibility it is to make the necessary repairs within the unit.
- D. Pool Opening.** It was noted that the pool has now been open for homeowners and guests to use. There have been no problems over the past few days and the pool looks great.

**IV. Committee Reports**

It was requested that Bruce Frodsham be contacted and asked to remove the dead bushes and weeds behind the 2 story condo building. He will also be asked to look at oleanders that have died around the pool and remove weeds in the asphalt cracks throughout common area streets. It was also noted that Bruce will be reminded that courtyards as well as side yards back to the owner's wall are his responsibility to maintain.

It was requested that a bid be obtained from Stilson's Tennis Court Company to fill the cracks in the tennis court area. It was noted that this job will most likely be held on until next year after the asphalt paving project has been paid for.

It was noted that unit #227 still has Christmas lights and clutter in their front yard area. A letter will be sent regarding this violation.

**V. Adjournment**

With no further business, the meeting was adjourned. The next meeting is scheduled for Monday, May 23<sup>rd</sup> at 5:00 p.m. in Dave's office.