

COTTON MANOR JOINT OPERATIONS BOARD
Management Meeting
December 1, 2008

Minutes

Members Present: Kathy Griffin, John Page, Kirk Ehlers, and Dave Paul.

I. Welcome and Called to Order

Kathy Griffin welcomed everyone and called the meeting to order. Minutes of the October 27th meeting were reviewed.

II. Financial Report

Dave Paul reviewed the 2008 Expense Report and presented a 2009 Proposed Budget. He indicated that there are no anticipated increases in homeowners fees for 2009. However, a special assessment will be needed to cover the pool modification requirements now mandated by Federal Government. It is estimated this special assessment will run between \$80 and \$100 per unit and will be assessed after the first of the year. The Financial Reports and Proposed Budget for 2009 were approved as presented.

III. Management Report

- A. Annual Meeting Date.** It was agreed that this year's annual meeting will be held on a Saturday. The 24th of January will be calendared contingent on the ability of a meeting room. The meeting will be held at 10:00 a.m.
- B. Annual Meeting Notices.** Dave confirmed that annual meeting notices and proxies will be sent to all homeowners approximately 30 days in advance of the meeting with new coupon payment booklets for 2009.
- C. Building Maintenance Update.** It was reported that building maintenance of caulking, stucco repairs, and minor painting on the one story units have been completed. Approval was given for final payment on the job.
- D. Bruce Frodsham Request.** Dave reviewed a request from Bruce Frodsham to re-position rocks in common areas. His request was approved and he can bill the association for extra time spent on this job. Bruce will also be requested once again to trim all trees around the tennis court area on all four sides to a maximum height of four feet. It was also noted that any remaining storage or supplies around the storage shed area will be discarded on Wednesday of this week.
- E. Other.** It was requested that a bid be received from Frodsham for landscape services on each additional phase and with a price per unit on his bid.

IV. Committee Reports.

- A. Anita Kay Hot Tub.** It was noted that hot tubs on patios are approved. A formal letter will be sent to Anita Kay announcing this approval as long as the hot tub is out of sight from common area.
- B. Rental Approval Hardship Clauses.** Requests were reviewed from units #206 and #236 requesting permission for the Board to grant a hardship clause, allowing them to rent their units at this time. Board members of the PUD's will review their request and will give their final determination. It was suggested that a 12 month hardship clause could be granted due to challenging economic times, which would be in place for one year. At that time, the variance would need to be reapplied for.
- C. Other.** The Association's attorney will look at a response letter from unit #156 regarding the rental of their unit.

It was noted that the weeds need to be cleaned up in the backyard of unit #156.

V. Adjournment

With no further business, the meeting was adjourned. The next meeting was scheduled for Tuesday, January 20th at 5:00 p.m. in Dave's Office.

