

**COTTON MANOR JOINT OPERATIONS BOARD**  
**Management Meeting**  
**January 24, 2011**

**Minutes**

**Members Present:** Sara Goodman, Shawn Warner, Kathy Griffin, Lyn Burbidge, Steve Bingham and Dave Paul.

**I. Welcome and Called to Order**

Sara welcomed everyone and called the meeting to order. Minutes of the November 29<sup>th</sup> meeting were approved as presented.

**II. Financial Report**

Dave Paul reviewed the December 31<sup>st</sup> balance sheet as well as the 2010 Expense Report and 2011 Proposed Budget. Dave indicated that the Association had a good year financially and came in under budget through December 31<sup>st</sup>. The Association has also increased its cash position since the previous year. The new budget for 2011 does not call for any increase in homeowner's fees or any special assessments at time. It was noted that at last year's Annual Meeting a \$5.00 increase was approved by the homeowners to take effect in 2011. It was requested that the \$5.00 increase be implemented on February 1<sup>st</sup> and the budget adjusted accordingly to reflect the additional income. Dave will make the necessary changes and will place the extra income in the reserve account. After some discussion it was moved, seconded and approved to accept the financial report and the proposed budget as presented.

**III. Management Report**

- A. Annual Meeting Date.** It was agreed that this year's Annual Meeting will be held on Monday, February 28<sup>th</sup> at 6:00 p.m. at the Hampton Inn in St. George, Utah. Dave Paul will call the hotel and reserve the meeting room and will send notices/proxies to all homeowners approximately 30 days in advance of the meeting.
- B. Annual Meeting Agenda.** Dave reviewed an agenda to be followed at this year's Annual Meeting. The agenda was approved as presented and will be copied for disbursement at the Annual Meeting.
- C. Terms Expiring.** It was noted that the term of John Page expires on the PUD Board and Kathy Griffin's term expires on the Condo Board. Both have agreed to be re-nominated to serve. Additional homeowner's may be nominated and placed on the ballot.
- D. Landscape Contract.** It was moved, seconded and approved to accept the renewal contract from Frodsham Landscaping for the upcoming year.
- E. Other.** It was requested that a letter be sent to unit #183 requesting that they do not park in the common area streets.

**IV. Committee Reports**

It was noted that the common area streets are in need of crack filling and slurry work during the upcoming year. Dave will obtain updated bids from asphalt contractors to provide the necessary work for the Board to review.

A bid was reviewed of \$1,245 to perform water damage repairs including termite abatement, carpet cleaning, trim and drywall work for a water damaged unit in the condo units. The bid was approved as presented and the work will be scheduled.

A bid was also reviewed of \$1,635 from Emmet's Lawn Care to provide aeration services throughout common area lawns this coming spring. The bid was approved as presented and work will be scheduled for the next few years.

It was moved, seconded and approved to accept a request from unit #165 to grant a hardship variance on their unit during the next 2 years.

## **V. Adjournment**

With no further business, the meeting was adjourned. The next meeting is the Annual Meeting scheduled for Monday, February 28<sup>th</sup> at 6:00 p.m. in the Hampton Inn.