

COTTON MANOR JOINT OPERATIONS BOARD
Management Meeting
March 30, 2009

Minutes

Members Present: Kathy Griffin, Steve Bingham, Lynn Burbidge, John Page, Kelly Hunt, Becky Hunt, and Dave Paul.

Guest: Bruce Frodsham

I. Welcome and Called to Order

Kathy welcomed everyone and called the meeting to order. Minutes of the February 23 meeting were approved as presented.

The board welcomed Bruce Frodsham as a guest to the meeting, and the time was turned to him for his report. Bruce reviewed his landscape bid and services he will perform at a cost of \$3,270 per month. He noted that the price has not increased and he will provide the same services he has in the past. Bruce expressed appreciation of working with landscape maintenance in the past and expressed his desire to continue. The Board thanked Bruce for his attendance at the meeting.

Dave Paul reviewed other landscape bids he had received from other contractors. Prices ranged from \$3,350 to \$4,610 per month. After some discussion it was moved, seconded and approved to accept the landscape contract with Bruce Frodsham for another two year term at a price of \$3,270 with the contingency for the Board to review pricing within the next six months in relation to gas prices, etc. to make sure the Association is paying a fair price to Bruce for his services.

II. Financial report

Dave Paul reviewed the financial report with the committee. Dave indicated that the Association is having a good month and came in above cash balance from the previous month. The Association is also currently under budget through March, the special pool assessment has been issued, and some homeowners have started to make payments on this assessment for federal pool modifications. After some discussion it was moved, seconded and approved to accept the financial report as presented.

III. Management Report

- A. Pool Modifications.** Dave Paul reviewed a bid he had received from Johansen Pools of \$3,500 to install channel drains or \$3,750 to split the main drains. His plaster price remains the same at \$7,175. Curt noted on his proposal that the options would comply with engineering reports and with Federal requirements. Steve Bingham reviewed bids he was able to receive. The most favorable bid Steve obtained was from Gooch Pools for approximately \$9,000 to install a channel drain and to re-plaster the pool. After some discussion it was moved, seconded and approved to accept the proposal from Gooch Pools for \$9,000 and to approve the bid with the contingency that he provide a certificate of insurance as well as workers compensation and licensing on his employees. Gooch Pools will be contacted and the work will be scheduled and completed before May 1.

- B. Awning Bid.** Dave reviewed a bid of \$530 from Sun Country Awning to replace the damaged awning on unit #119. The bid was approved as presented and the material will be ordered in the green color.
- C. Tree Trimming.** Dave noted that the trees between units #114 and #115 which have been causing a bird nuisance will be trimmed back to see if this alleviates problems before the trees are removed. Bruce Frodsham will handle this assignment.
- D. Asphalt Maintenance Schedule.** Dave noted that Sara Goodman had volunteered her father to inspect the roads to see which ones need to be maintained, set a priority schedule, and a master plan for the Board to review. In Sara's absence, this topic will be put on hold until next month's meeting.
- E. Other.** Dave noted that new closers for the tennis court gates have been ordered and will be installed tomorrow. He also noted that the cracks in the tennis courts are widening and are in need of attention. Previous bids he had received in 2007 came in at \$11,500 to seal the cracks and resurface the courts. It was agreed to hold on this project until the master plans with all common area elements can be reviewed.

IV. Committee Reports

- A. Foundation Washing Away / Rain Gutters.** The committee discussed rock retaining walls which are washing away due to drainage from the upper units because of the lack of rain gutters that were never installed by the developer. Dave has inspected many of the units and noted that #237 was included in the units with the washout problem. The Board agreed to inspect the units needing rain gutters to alleviate this problem per discussion at the Annual Meeting. Dave noted that all units on the west street of the Association seem to fall in this category. He volunteered to obtain an updated bid to install rain gutters on the downward side of the units, draining water to the street to alleviate this wash out problem to the neighboring lower units. Bids will be reviewed at next months meeting.
- B. Pool Restroom Bid.** It was noted that Shawn volunteered to obtain pool restroom bids per the commitment of the Board at the Annual Meeting. In Shawn's absence, this will be reviewed at next month's meeting.
- C. Other.** Discussion was held regarding speeding problems throughout the common area streets. A proposal to install speed bumps was discussed. Bids are coming from the Board to review.

It was noted that Shawn has been obtaining playground equipment for the Association. It was noted that the Association will reimburse him for the cost of shipping for this equipment.

It was noted that Bruce Frodsham inspect the tree between unit #232 and #233 which has been split and may be in need of repair.

John volunteered to inspect backyards and to give the office a list of units that still need to complete backyard landscape. Dave noted that a memo has been prepared and is ready to be sent as soon as he can verify the units the Board wishes to notify.

It was noted that the sign in the cul-de-sac which says 'no parking' is sagging and needs to be readjusted. Dave will contact a handyman.

V. Adjournment

With no further business, the meeting was adjourned. The next meeting was scheduled for Monday, April 27th at 5:00 in Dave's office.

