

COTTON MANOR JOINT OPERATIONS BOARD
Management Meeting
March 29, 2010

Minutes

Members Present: Steve Bingham, Treva & Bruce Barnson, Lyn Burbidge, Sara Goodman, Becky Glauser and Dave Paul.

I. Welcome and Called to Order

Sara welcomed everyone and called the meeting to order. Minutes of the February 22nd Board meeting were approved as presented. The summary of the February 27th Annual Meeting was also approved as presented and has been mailed to all homeowners, along with the notice of a \$5.00 monthly fee increase effective May 1st.

The floor was open for nomination of election of officers. For the P.U.D. it was moved, seconded and approved to appoint Sara Goodman as President of the Association with Lyn Burbidge as Vice President. The position of Secretary will be held on at this time.

Due to a lack of representation at the meeting it was agreed to hold on election of officers for the Condo Board at this time.

II. Financial Report

Dave Paul reviewed the financial report with the committee. Dave indicated that the Association was coming in under budget through February and all delinquencies have had liens filed and foreclosure proceedings are moving forward on those accounts with a \$1,000 past due balance. After some discussion it was moved, seconded and approved to accept the financial report as presented. Dave noted that the \$5.00 monthly fee increase, as approved at the Annual Meeting, will be effective May 1st. Homeowners have been notified of this fee increase in the Summary of the Annual Meeting which was mailed to all homeowners last month.

III. Management Report

- A. Owners Requests.** Dave reviewed various requests from homeowners including a request from unit #221 to install a bamboo privacy screening fence at the rear of their backyard. It was noted that this would be 5 ½ feet tall and would not be seen from common area or any other unit. It was requested that the homeowner submit a drawing to verify the positioning of the bamboo screen at which the time the Board may approve the request.

A request was also reviewed from unit #187 to install a wrought iron gate at the entrance of their courtyard as well as installation of venire rocks on the

pillars of their entry way as others have done in the property. The request was approved as presented.

- B. Letters Sent to Homeowners.** Dave reviewed letters sent to homeowners at the Board's request. No further correspondence is needed at this time.
- C. Roof Repair Bids.** Dave reviewed roof repair bids on unit's 192, 204, 116 and 140. The bids were approved as presented except for the additional work on #116 at a cost of \$410 which will be held for further review and discussion.
- D. Aeration Bid.** Dave reviewed a bid he received from Emmet's Lawn Care Service of \$1,900 to aerate and fertilize common area yards. It was noted that Bruce Frodsham's landscape contract does not include aeration services and Bruce has not opted to provide aeration for the Association at this time. It was requested that Emmet provide a breakdown of the fertilizing versus the aeration part of his bid. If fertilizing is not included in Frodsham's landscape contract, the Association will proceed with Emmet handling both fertilizing and aeration as soon as possible.
- E. Pest Control Bid.** Dave reviewed a bid he received from Sylvia Scott to apply pest control to all common areas at a cost of \$400 on a quarterly basis or \$1,600 per year. It was noted that this application does not use chemicals and is safer to use around pets and children. The Association is currently using Morgan Pest Control for bug spray. Dave will verify with Sylvia as to the cost to spray individual units within inside the units and will also verify her warranty on her spray. Dave will then schedule the first application with Sylvia at this time. If her spray is effective, additional sprays will be scheduled throughout the year.
- F. Rain Gutter Down Spout Extensions.** Dave noted that he had met with One Call Solutions who installed rain gutters last Fall. Down spouts that were installed on the rear of the building, as to not interfere with satellite dishes at the front, have now had new rain gutter down spouts installed around the satellite dishes at the front of each unit. The rain gutter will slope to the front of the house and he will cap the back down spout to force the water to run to the front of the unit. Bruce Frodsham will now be asked to install black plastic pipes onto the down spout, draining the water away from the units and into the street gutter. Bruce will also be asked to replace dirt that has washed out in between rocks on sides of units where down spouts were washing away the dirt.

IV. Adjournment

With no further business, the meeting was adjourned. The next meeting is scheduled for Monday, April 26th at 5:00 p.m. in Dave's office.