

**COTTON MANOR JOINT OPERATIONS BOARD**  
**Management Meeting**  
**March 28, 2011**

**Minutes**

**Members Present:** Shawn Warner, Bruce Barnson, Treva Barnson, Al Byington, Kirk Ehlers, Kathy Griffin, Sarah Goodman, and Dave Paul

**I. Welcome and Called to Order**

Shawn welcomed everyone and called the meeting to order. Minutes of the January 24<sup>th</sup> meeting were approved as presented. A summary of the February 28<sup>th</sup> Annual Meeting was also approved as presented and has been mailed to all homeowners.

It was moved, seconded and approved to elect Kirk Ehlers as President of the Joint Operating Board, with Sarah Goodman as Secretary/Treasurer. It was also noted that Kelly Hunt has submitted his resignation from the Board due to time constraints.

**II. Financial Report**

Dave Paul reviewed the financial report with the committee. The report was approved as presented.

**III. Management Report**

**A. Memo Sent to Homeowners.** Dave reviewed memos sent to homeowners at the Board's request. No further correspondence is needed at this time.

**B. Asphalt Maintenance Bids.** Dave reviewed bids from three asphalt contractors to crack seal and apply slurry coats to the common area roadways and parking lots. AT Asphalt presented a bid of \$22,322. Gordon Paving presented a bid of \$26,651. Holbrook Asphalt presented a bid of \$35,542. It was requested that these contractors be contacted to see if their bids could be reduced in any way to make it more affordable for the Association. It was also agreed to hold on making a final decision on a bid until Mike Aldred has submitted his bid for the Board's consideration.

It was also agreed to pay for the maintenance asphalt work through reserve funds. Discussion of reimbursement of the reserve account will be held at next year's Annual Meeting. It was noted that the final decision on a asphalt contractor would be circulated through email and approval given so the work can be scheduled before next month's meeting.

**C. Letters Sent to Homeowners.** Dave reviewed letters sent to homeowner's at the Board's request. No further correspondence is needed at this time.

**D. Other.** A request from unit #160 to have a hardship variance granted on their unit allowing them to rent was reviewed and approved as presented. A letter will be sent to unit #160 announcing the Board's decision to grant permission to rent.

**IV. Committee Reports**

It was noted that after asphalt maintenance work the next big project for the Association would be painting the condo units. Bids will be obtained from painting contractors for the Board to review in upcoming meetings.

It was agreed that the pool will be opened when day-time temperatures consistently reach 78° or by the Easter weekend, whichever occurs first.

**V. Adjournment**

With no further business, the meeting was adjourned. The next meeting is scheduled for Monday, April 25<sup>th</sup> at 5:00 p.m. in Dave's office.