

COTTON MANOR JOINT OPERATIONS BOARD
Management Meeting
October 26, 2009

Minutes

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

I. Welcome and Called to Order

Kathy welcomed everyone and called the meeting to order. Minutes of the September 21st meeting were approved as presented.

The Board welcomed Brandon Quale as a guest to the meeting and turned the time to him for his remarks. Brandon indicated that he has received various nuisance letters from the management company regarding storage items and chain link fencing at his unit. He has removed the storage items but requested permission to keep the chain link fence over his wrought iron fence to help control his pets. After some discussion it was agreed to have Brandon paint the chain link fence the same color as the wrought iron fence so that it will blend with the other fencing and would still enable him to control his pets. Brandon agreed to do so and was excused from the meeting.

The Board welcomed Bruce Jenkins as a guest to the meeting and turned the time to him to review the reserve study recently prepared for the Association. Bruce reviewed the mechanics of the report and explained how to find various information in the report which outlines which maintenance items need to be accomplished, as well as the time frame and a schedule to collect reserve funds in order to pay for the repairs and replacements. It was his opinion that the summary of the study be sent to all homeowners to make them aware of the requirement to increase fees approximately \$39 on average per unit per month, in order to save for future reserve requirements. It was his advice to let the homeowners vote and to make that decision, rather than have the Board make it on behalf of the Association. Bruce will revise the reports somewhat to verify that outside maintenance needs are accurate on Phases 5, 6, and 7. The mailer that goes out could refer to the website where the report could be downloaded in its entirety for homeowners to review. After some discussion it was agreed to hold a **special information meeting on the 3rd of December at 5:30 p.m. at The Hampton Inn**, so that homeowner's can be informed and discuss the reserve study and the necessary increase in homeowner's fees to pay for reserve funds. Bruce will provide instructions on voting procedures as pertaining to proxies, notices, etc. for each association for the Board to follow. It is anticipated that a ballot will be sent or an official meeting will be held at the same time as the Annual Meeting in January, to accomplish the voting on the reserve study/increase. It was agreed to order coupon booklets for next year on the same

rate as the current year, and not change the amounts until homeowner's have a chance to meet and vote on any change in fees. Dave's office will wait for Bruce Jenkins to provide a revised report and summary so that it can be downloaded on the website and a notice can be sent to homeowners regarding further information on this proposal. The Board thanked Bruce for his attendance and excused him from the meeting.

II. Financial Report

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

III. Management Report

- A. Letters Sent to Sullivan - #156.** Dave reviewed various letters sent to The Sullivan's in unit #156 regarding renting violations. The Attorney has now sent a letter to the Sullivan's, demanding that they be in compliance with Association Rules & Regulations and evict their tenant. Any correspondence from Sullivan will be directed to the attorney to handle at this point.
- B. Wall Bid - #153.** Dave reviewed a wall bid of \$625 to make repairs at unit #153. The bid was approved as presented.
- C. Letters Sent to Homeowners.** Dave reviewed letters sent to homeowners at the Board's request. He has also conducted onsite inspections to verify violations. No further correspondence is needed at this time.
- D. Other.** Dave reported that there was main line water break which occurred Saturday morning in front of Kathy's unit. Affordable Plumbing responded, shut off the water, repaired the leak, filled in the hole and will wait to make the repairs to the asphalt surfaces within the next 2 weeks.

IV. Adjournment

With no further business, the meeting was adjourned. The next meeting was scheduled for Monday, November 30th at 5:00 p.m. in Dave's office. A special information meeting will be scheduled for Thursday, December 3rd at 5:30 at The Hampton Inn. Notices will be mailed out to homeowners.