

COTTON MANOR JOINT OPERATIONS BOARD
Management Meeting
October 24, 2011

Minutes

Members Present: Al Byington, Kathy Griffin, Kirk Ehlers, Steve Bingham

Property Management: Dave Paul

I. Welcome and Called to Order

Kirk welcomed everyone and called the meeting to order. Minutes of the August 29th meeting were approved as presented.

II. Financial Report

Dave Paul reviewed the financial report with the committee. He indicated that the Association is coming in under budget through September and had increased its cash position since the previous month. It was noted that a \$5 increase will be implemented in the 2012 budget to pay for painting and siding work needed on the older phases of the Association. The financial report was then approved as presented.

III. Management Report

- A. Letters Sent to Homeowners.** Dave reviewed letters sent to homeowners at the Board's request. No further correspondence is needed at this time.
- B. Tennis Court Input.** Dave reviewed a note he had received from a new homeowner requesting tennis court maintenance. The office has responded to the homeowner. Tennis court maintenance will take place after other maintenance items have been attended to which take more priority.
- C. Rain Gutter Cleaning.** It was noted that Shawn cleaned out rain gutters on two of the units in the past thirty days. Bruce Frodsham has been called and requested to clean out the remainder gutters on all units.
- D. Other.** Dave Paul noted that the painting on buildings in phases #1 and #2 needs attention at this time. The Board requested that Dave obtain bids from painters for them to review. This will be a project in next year's budget.

IV. Committee Reports

It was requested that no parking signs be placed on the common area streets. Some streets have signs at this time. Others will be looked into.

It was requested that the carport parking stalls have their numbers re-painted on the stall as well as the curb and that guest parking areas be re-stripped.

V. Adjournment

With no further business, the meeting was adjourned. The next meeting is scheduled for Monday, November the 28th at 5:00 p.m. in Dave's office.