

**COTTON MANOR JOINT OPERATIONS BOARD**  
**Management Meeting**  
**September 25, 2009**

**Minutes**

**Members Present:** Kathy Griffin, Shawn Warner, Bruce Barnson, Treva Barnson, Steve Bingham, Kirk Ehlers, and Dave Paul.

**I. Welcome and Called to Order**

Kathy welcomed everyone and called the meeting to order. Minutes of the June 29<sup>th</sup> meeting were approved as presented.

It was noted that a newsletter has been sent to all homeowners in July.

**II. Financial Report**

Dave Paul reviewed the financial report with the committee. He indicated that the Association was coming in under budget through August 31<sup>st</sup>. He also noted that \$5,000 has been moved from the operating account to a reserve money market account to meet budget requirements for this year. It was moved, seconded and approved to accept the financial report as presented.

**III. Management Report**

- A. Reserve Master Plan.** Dave reviewed a reserve master plan he had obtained from Reserve Data Analysis Company for the board to review. Dave reviewed various parts of the report and highlighted the information. The report indicated that the Association is currently 22% funded for its long term maintenance and repair needs. It is the recommendation of the report to increase homeowner's fees on an average of \$39.50 per unit per month, to adequately fund a reserve to handle the Association's common area maintenance responsibilities throughout the next 30 years. The report provided information on individual components the Association is responsible to maintain which included roadways, tennis courts, roofing, etc. It was Dave's recommendation to invite Homer Sampson who prepared the report to attend the next management meeting, to answer any questions the board members might have regarding the Master Plan. The board thanked Dave for his work on obtaining this report and agreed to have Mr. Sampson attend the next board meeting.
- B. Memo Sent to Homeowners.** Dave reviewed memos sent to homeowners at the board's request. No further correspondence is needed at this time.
- C. Letters Sent to Homeowners.** Dave reviewed letters sent to homeowners at the board's request. No further correspondence is needed at this time.
- D. Cable Rate Discount.** Dave indicated that he had met with the manager at Baja Communications and was able to reduce the Association's cable rate from \$28 per unit per month, to \$24 per unit per month. It was noted that cable service affects 43 units of the Association at this time. This reduced rate will result in a \$172/month

savings or a \$2,054/annual savings if a new contract is executed. After some discussion, it was agreed to hold the contract at this time and to let phases 1-4 who currently receive cable service to vote on the new contract and see if they want to stay with cable service as a bulk rate or to go on an individual basis. This topic will be discussed at the next annual meeting.

#### **IV. Committee Reports**

Discussion was held regarding current pool problems, in particular; the cover, awning and general pool facilities that people have been abusing the last few weeks.

It was also noted that unit #240 still has pet violations which have not been corrected. Additional letters and fines will be sent to their unit.

#### **V. Adjournment**

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