

**Cottonwood HOA
Board of Directors and ARC Requests
Meeting Minutes
Monday April 21, 2021 (virtual)**

1. Call to Order

The meeting was called to order at 5:33 PM by Jon Wright, seconded by Jim Belliant and approved by Fred Hall

2. Directors Attending

Jon Wright
David Satore
Alfonso Robinson
Fred Hall
Jim Bellant
Jen Ruffini
Erin Cook
Karen Williams
Larry Blackwell
Kaley Wright (ARC Chairman)

3. Voting Board Positions

- Last month the board selected three new members; all board members voted in to remain in effect until 2022 voting. Voting of the board is as follows:
 - Jon Wright for President - Ran unopposed, vote 8-0. Jon to remain President.
 - Alfonso Robinson for Vice President - ran unopposed, vote 8-0. Alfonso to remain Vice President.
 - Jen Ruffini for Treasurer - ran unopposed, vote 8-0. Jen to remain Treasurer.
 - Jen gave up the Secretary position. Erin Cook for Secretary - ran unopposed, vote 8-0. Erin to become Secretary.

4. Approval of Minutes

The minutes for March were ready by Erin Cook. Jon made a motion to approve the minutes, Alfonso seconded.

5. Old Business

- Holding pond on Iron Gate: Jim sent additional emails to the County, no response back. Will visit in person when COVID restrictions allow.
- Jon spoke with Richard Dove about the holding pond cleaning; he will start within two weeks.
- Street light update: streetlights have been ordered.

- Back fence and no soliciting sign from Timberland: Alfonso and Jon have both contacted them for an update. By Friday 4/23/2021 we should have more information.
- Damage from Mediacom contractors: Alfonso worked with Robin at Etheridge Property Management to resolve. Almost all concerns have been addressed barring one home/homeowner which is still being discussed.
- Sheriff patrol: Sheriff's office was invited to patrol; we renewed the letter of agreement which has been finalized with Cottonwood and the Sheriff's office, the letter is on file with Etheridge. Florida statute 720 allows Cottonwood HOA to request this.
- No solicitation signs have been ordered for front and back gates.
- AT&T green boxes: Jim has worked on this. Contacted Etheridge, who contacted AT&T about this. AT&T wanted to know where they were/how many. When there is more information, Jim will pass it on.

6. New Business

- Dave proposed enclosing the front gate sides (which are currently open to pedestrian traffic) to prevent people from coming in. After discussing the concept, the board voted to gather more information (vote 8-0), which Dave will do and report back.
- Etheridge will soon be going around the neighborhood to make sure yards are cut, edges done, bushes kept, and all other aspects of the neighborhood yards are kept to neighborhood guidelines.
- Grey Moss sewer drain and attached opening in the retaining pond have huge washouts.
 - Kaley and Erin inspected this first, Erin applied caution tape around the area for safety.
 - Kaley contacted Etheridge and Timberland about resolution. Quotes are being looked into with urgency due to the safety hazard. When more information is available, it will be passed on.
 - Per an engineer Timberland sent, there must be a hole in the pipe that attaches the sewer drain and retention pond. The suction of this drain combined with the hole is causing the washout; someone needs to seal it.
- Mediacom has hired a new contractor, Integrated Communication Services, to finish the neighborhood fiber optics.
 - Alfonso met with the owner and was advised there would be no problems. However, machinery and other equipment has been left overnight in the neighborhood on Shamrock. Etheridge wrote to the company about this.
 - **Update as of 04/27/21:** Contractors are now keeping their equipment on Shamrock, outside of the neighborhood, instead of leaving it overnight.
 - As of 04/21/2021, we were advised by homeowners that the contractor has also been dumping waste in a vacant lot. Robin at Etheridge has

been contacted and will reach out to the contracting company's owner and Mediacom.

- Front white entrance fence is in need of power washing. Etheridge is getting quotes. Once quotes are in, the board will be informed.
- Construction signs in the neighborhood are no longer needed. Jon contacted Etheridge about removing the signs.
- We requested Etheridge to contact Gulf Power about solar sodium lights vs LED lights for the neighborhood. We will report back once information is available.
- Homeowners reported a USPS package deliverer driving recklessly in the neighborhood, including running stop signs. Larry contacted the post office, but this area hasn't had a postmaster since 2019; Vanessa Cobb is serving as interim officer in charge. Larry instead attempted to speak to a supervisor, and was hung up on.
 - Asking the community to monitor and inform of any similar activity by package delivery workers, and any other workers (such as contractors, pest companies, etc). If any homeowners witness this, please visit our [webpage](#) and submit a statement to Etheridge about this so we can document the problem.
 - Larry will continue monitoring this situation.
- Jen, on March financials: we still need to collect over \$7000 in annual dues. Jon and Jen have contacted Etheridge; by the end of March, letters were sent about dues owed and penalties. No other updates have been provided by Etheridge, but the rest of the financials look fine.

7. ARC Requests

1. Mike & Dianne Patterson - 5695 Heatherton Road; Front door was damaged, glass is broken and shattered on exterior. Will replace the door ASAP when it arrives (ordered) due to security and safety issues. Door will be replaced with a 6 panel white steel door. (PictureIncluded).
 - a. A motion to approve was made, motion passed unanimously with the following stipulations:
 - i. Make sure it;s a 6 panel white steel door; no stain was mentioned - none approved.
2. April Burrow - 6105 Brighton Lane - Landscaping; Removing large bushes on left side of home and replacing with small loropetalums, remulching and adding nandinias to various areas on landscaping. Also will be trimming rose bushes and grasses.
 - a. A motion to approve was made, motion passed unanimously with the following stipulations:

wherever the contractor says they need to go. To divert water from entering home.

a. A motion to approve was made, motion passed unanimously with the following stipulations:

i. Cream colored Gutters - matches the vinyl soffit on home. 375 Feet total. 6- 8 downspouts.

10. Amy Turner - 6157 Broadfield Ct - Swimming Pool, Safety Gate; Installing a swimming Pool ; Port-a-Potty Yes Plot Map Included with Location and information. Baby fence will be 48” and I have attached a picture of what it will look like. This is a legal requirement to have and is within our privacy fenced back yard. The fence, the pavers and pool will not be visible to anyone outside our home.

a. Confirmed with Ms. Turner that the port-a-potty will not be on the street.

b. A motion to approve was made, motion passed unanimously with the following stipulations:

i. All pools and pool equipment must be installed by a professional contractor grade and must meet all of the Santa Rosa County Building codes. 16 feet x 32 feet; 4 feet from the back patio; 40 feet from the back fence. Spa area on the left-hand side of the pool. 32 feet from the right side of the fence; 62 feet from the left side of the fence. Spa, Propane, salt water, baby fence around pool, pavers, one dying tree removal. Pavers located around the pool. Baby Fence will be 48” (Legal Requirement). Port - a - potty must be on the curbside in the front yard.

11. Amy Turner - 6157 Broadfield Ct - Pavers; The pavers will be located around the pool. You can see from the drawing the area around the pool where they would be. I have attached an image of the pavers (not my pool).

a. A motion to approve was made, motion passed unanimously.

12. Amy Turner - 6157 Broadfield Ct - Tree Removal; There are many rotten branches. Every time we have high winds large branches break. The tree is dying from the inside out and IS coming down. I don't not want them falling into the pool or house. I have attached a picture.

a. A motion to approve was made, motion passed unanimously with the following stipulations:

i. One Rotted Tree - Tree is dying from the inside out and is coming down.

13. Mr. McCool - 9201 Iron Gate Blvd - Gutters; forgotten to submit the request, to put seamless rain gutters all the way around the house. The color matches the house fascia and has already been installed. The same contractor has installed many of the other houses in the subdivision. I understand this should have been submitted prior, but had forgotten about the HOA approval requirement. 4 downspouts 2 front 2 back.

a. A motion to approve was made, motion passed unanimously with the following stipulations:

i. Cream/Beige in Color; Around the whole house sq. feet, 2 downspouts front and 2 downspouts in back.

14. Mr. McCool - 9201 Iron Gate Blvd - Lighting; Will be along sidewalk or flowerbed side

a. A motion to approve was made, motion passed unanimously with the following stipulations:

i. Installing 3 low voltage (3 watt) landscaping LED lights on one side of the sidewalk closest to the house about 6 feet apart. 2 low voltage landscaping lights to light the american flag at night.

15. Alfonso Robinson - 6134 Broadfield Ct - Landscaping; French drain ; Sod Cut Out ; Leveling Grading n resolving ; Sod deliver and install.

a. A motion to approve was made, motion passed unanimously with the following stipulations:

i. French Drain installed, sod cut out, leveling grading and resloping, sod delivery and install.

16. William Vinzant - 5536 Heatherton Road - Building a New Fence; He wants to replace a fence that was damaged by Hurricane Sally. It is in the same exact location as the previous fence with the exact same materials. It looks like the previous fence as well.

a. A motion to approve was made, motion passed unanimously with the following stipulations:

i. Must be contractor grade construction new standard 6' wood privacy fence with 12-foot gate and 4 foot gate. Your request did not include any choice of stain or decorative details therefore, none were approved. The style of fence was also not designated. You may install either a board on board, shadow box or solid board style fence. All exterior hardware must be in good taste and neutral tones.

8. Cottonwood Concerns

- Larry brought up that many properties in the community have drainage issues including having to pump septic systems far more often than should be necessary. This may be due to ineffective draining when the neighborhood was built and the county approved the homes. Several homeowners have brought up the issue.
 - Larry and Jim will try to speak to the county Health Department about this issue, on behalf of the homeowners of the community instead of just individuals. Hopefully more will come from this approach.
- Neighbor questioned if we were completely done with our litigation.
 - Not yet, haven't gotten the official word from our lawyer.
- Jim proposed having a bulletin board at the front gate for community information (such as meeting notices) with an awning about 4'x4' on posts.
 - After discussion, Jim will look into creating this for the community and estimate costs and work needed and get back to us.

9. Adjournment

There being no further business, the meeting was adjourned at 6:57 PM. Motion by Jon, seconded by Fred, and Jen approved.