

COTTONWOOD SUBDIVISION HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING and
ARCHITECTURAL REVIEW COMMITTEE MEETING
September 15, 2014
Minutes

CALL TO ORDER:

The meeting was called to order at 5:00pm.

DIRECTORS ATTENDING:

David Ellis
Jen Ruffini
Jeff Hemley
Henry Thompson
Manuel Valdez
Dave Sartore

ALSO ATTENDING:

Pam Ellis
Colleen Sartore
Mickey & Velvie Burton
Kevin Etheridge – Association Manager

APPROVAL OF MINUTES:

The Board of Directors reviewed the minutes of May 28, 2014. Dave Sartore moved to approve; Jeff Hemley seconded, motion passed unanimously.

APPROVAL OF ARCHITECTURAL REVIEW BOARD MINUTES:

The Architectural review Board reviewed the minutes of August 14, 2014. Jen Ruffini moved to approve; Dave Sartore seconded, motion passed unanimously.

FINANCIAL REPORTS:

Kevin Etheridge reviewed the association's financial reports for the period ending August 31, 2014. The balance sheet reflected an Operating Account balance of \$28,580.43 and a Reserve Account balance of \$5,860.99

Kevin Etheridge also reviewed the association's Aged Receivables as of September 8, 2014.

CAMERAS AT ENTRANCE:

David Ellis updated the Board on his progress with the installation of cameras for the Cottonwood entrance. David has been working with ADT, and AT&T to install two cameras. The cost of the installation is \$549.00 with a monthly service fee of \$51.99. The system will provide 15 day storage of video, which can be accessed online.

ARCHITECTURAL CONTROL BOARD:

#1 Gogola: The association reviewed a paint, trim, and shutters color change proposal from Mr. Gogola (from black to dark maroon). Jen Ruffini moved to approve; Dave Sartore seconded, motion passed unanimously.

#2-James & Charlene Dukes: The Board of Directors reviewed a fence request. Jen Ruffini moved to approve; Jeff Hemley seconded, motion passed unanimously.

#3-Melinda Chambers: The Board of Directors reviewed a fence request. Dave Sartore moved to approve; Jen Ruffini seconded, motion passed unanimously.

#4-Richard & Patricia Cook: The Board of Directors reviewed plans for a shed and a fence, at 5719 Heatherton. Jen Ruffini moved to approve; Jeff Hemley seconded, motion passed unanimously.

Next Scheduled Architectural Review Committee Meeting:

It was agreed that the Architectural Review Committee would meet in the third Monday of each month. Requests should be submitted to the ARC by the preceding Friday. The next meeting will be October 20, 2014.

FINE POLICY:

David Ellis reviewed documents he found concerning a fine policy, which was passed by the association during the tenure of a previous board. EPM will begin implementing this system.

DRAINAGE:

The Board of Directors reported a potential problem with a drainage inlet pipe at the corner on Grey Moss. Kevin Etheridge will investigate.

ADDITIONAL STREET LIGHTS:

David Ellis discussed a proposal from Gulf Power for installing five new light fixtures and poles. The association weighed the options between buying and leasing the lights and poles. After discussion, it was agreed that the poles would be purchased. Jeff Hemley moved to approve; Henry Thompson seconded, motion passed unanimously.

ASSOCIATION YARD SALE:

The Board of Directors agreed that the association would hold a yard sale twice annually. The second yard sale for 2014 will be held on the first Saturday of October each year (this year will be October 4th). It was agreed the Spring Yard Sale date would be the first Saturday in March. In each case, the rain date will be the following weekend, if necessary. Etheridge Property Management will place a News Journal ad on behalf of the association.

NEW BUSINESS:

Entrance, Landscaping, and Maintenance:

Kevin Etheridge has contacted King Lawn to evaluate the association's entrance and take appropriate action to improve the appearance. King Lawn will evaluate the Magnolia trees at the entrance and will make a recommendation for the enhancement of the entrance.

9104 Iron Gate-Home Lawnmower Repair Business:

Kevin Etheridge reported that the documentation concerning a lawnmower repair business being operated from 9104 Iron Gate has continued. The matter has been turned over to the association's attorney.

DR Horton Issues:

- #1- The Board of Directors were concerned by the continuing placing of dumpsters and temporary toilets on the streets within the subdivision.
- #2- Construction workers are speeding in the subdivision.
- #3- DR Horton has set up a model home, which the association Board of Directors believes is not in compliance with the association Covenants in that, the association Covenants only provide the ability to set up a model home for the Declarant. After discussion, it was agreed that David Ellis, Manuel Valdez, and Kevin Etheridge would meet with representatives with DR Horton to discuss these issues.

Manuel Valdez moved that the Architectural Review Committee request plans & specifications be submitted to the Architectural Review Committee for any new construction other than the Declarant. David Sartore seconded, motion passed unanimously.

The Directors also discussed ARC policies, which should be established, requiring all new construction to have irrigation systems. Jen Ruffini moved to approve; Jeff Hemley seconded, motion passed unanimously.

Entrance:

Kevin Etheridge will make arrangements to have pressure washing done for the curbs, the concrete drainage inlets and the brick signs at the entrance. In addition, Kevin Etheridge will have the letters on the Cottonwood sign repainted.

Budget Meeting:

David Ellis indicated the next Board of Directors meeting would be the Budget Meeting. The meeting will be held on November 6, 2014 at 6:00pm.

Roads:

A pothole needs to be repaired at 5533 Huntingdon.

Concerning the hydraulic fluid spill, Kevin Etheridge will take photographs of the asphalt and send a certified letter to the company responsible.

ADJOURNMENT:

There being no further business, the meeting adjourned at 6:30pm.