

Cottonwood HOA
Board of Directors and ARC Requests
Meeting Minutes
Friday March 19, 2021 (virtual)

1. Call to Order

The meeting was called to order at 5:31pm

2. Directors Attending

Jon Wright

David Satore

Alfonso Robinson

Fred Hall

Jim Bellant

Jen Ruffini

Kaley Wright (ARC)

3. Approval of Minutes

The minutes for February were not read at this meeting. The minutes are still with the HOA attorney for review.

4. Old Business

- Our Annual Membership meeting and board of directors meeting for March 15th was adjourned due to not having a quorum. A vote was taken by Kevin Etheridge and the vote was 17 to 4 in favor of ending the annual meeting. We went directly into a board of directors meeting but due to technical difficulties with the conference call that meeting was moved to Friday the 19th.
- Holding pond on Iron Gate: Jim is still waiting to hear back from the County
- Street light update: Jim has been around the community and sent a list of lights that need fixed to EPM and they have in turn sent to Gulf Power
- Holding Pond / Broadfield: Richard Dove had a quote of \$1550.00 for clearing of the holding pond, hauling out debris, and spraying for weeds, vegetation along the fence area every two months. Next year would be \$1250.00. Motion to approve Dove's quote was made by David and second by Alfonso. The motion was approved unanimously.

5. New Business

- Voting in new board members for our 3 vacancies, board had to choices: either vote for the 7 applicants that were sent to EPM or allow anyone at this meeting to add their

names to the list. Vote by board were all in favor of allowing anyone else to add their name to the list of applicants. (Vote 6-0)

- Applicants for the 3 board seats are:

Justin Russell

Cathy Cooper

Erin Cook

Karen Williams

Dolores Hall

Larry Blackwell

Shawn Suggs

- ◆ Alfonso went thru all the board members and they each individually cast their 3 votes out loud for all to hear. The voting was tallied Justin Russell (1), Cathy Cooper (1), Erin Cook (6), Karen Williams (5), Dolores Hall (0), Larry Blackwell (5), Shawn Suggs (0).
- ◆ Congratulations to our 3 new board members Erin Cook, Karen Williams and Larry Blackwell

- Timberland meeting with David and Alfonso, Timberland will pay for finishing of the back fence and a sign for the back gates. Timberland asked Alfonso to get quotes on fence and sign. That has been done and will be sent back to Timberland.
- Mediacom damage: Alfonso and Robin with EPM are working on getting all the damage that the sub-contractor for Mediacom did fixed. There are still a few issues that need addressed, Alfonso is working on getting is done.
- Sheriff Patrols: we had a sheriff in the neighborhood March 1st, 2nd and 4th. He wrote 10 tickets, the hope is that the speeders will slow down.
- Timberland owner Steve Rollo passed away the first of March (Cottonwood HOA sent a flower arrangement from the association / community).
- Solicitation sign for back gate: The board took a vote to buy a no solicitation sign for the back entrance similar to the front entrance sign. All board members were in favor of buying that sign.
- Timberland Declarant in writing: once the back gate fence and sign are installed we will ask Timberland in put in writing that they are no longer the Declarant for Cottonwood.
- Litigation Committee: it has been brought to our attention that we need a litigation committee. HOA attorney suggested the ARC chairman, a board member and a resident of the community. Board voted for Larry Blackwell, Sherman Randolph and Kaley Wright. Vote was unanimous so our new Litigation Committee is: Larry Blackwell, Sherman Randolph and Kaley Wright
- EPM received a notice / question regarding Family members visiting with RVs
 - 5540 Huntingdon has a family member visiting from March 14-17, 2021 and would like permission to park RV in driveway
 - 5504 Heatherton Rd has family member visiting from March 18-22, 2021 and would like permission to park RV in driveway.
 - The board voted on allowing these family members to park in driveway: we had a vote of 8 saying yes to this request and 1 saying no. Vote passed

- An Email was sent to President in regards to burning of trash. There is no burning of household trash allowed in the community. Fire pits are allowed please try to burn dry wood so the smoke isn't bothering neighbors. You are not allowed to have a leaf burn pile, you must have a controlled Fire Pit. If you are burning in your fire pit you must be close by with a water source in case it gets out of control.
- Saturday April 17, 2021 will be our next Community Yard Sale with back up date in case of rain for April 24th. Start getting your sale stuff ready. The sale will be advertised and signs put out by front gate.

6. ARC Requests

1. Mrs. Holman - 6141 Broadfield CT - Installing Two Palm Trees (Landscaping)
West Side of the Pool **A motion to approve was made, motion passed unanimously.**

2. Mrs. Holman - 6141 Broadfield CT - Adding Concrete around their Pool AND extending concrete from their original patio to the gazebo. **A motion to approve was made, motion passed unanimously.**

3. Mrs. Holman - 6141 Broadfield CT - Installing a Free Standing Gazebo
14 x 10 Size
Main Structure is steel
Steel hip-roof design combines
Durable, dent resistant steel with increased protection from weather
Powder coated, steel brackets reinforce shade structure **A motion to approve was made, motion passed unanimously.**

4. Mrs. Holman - 6141 - Broadfield CT - Installing a Paver Fire Pit (West Side of Pool)
A motion to approve was made, motion passed unanimously.

5. Mrs. Cook - 6053 Grey Moss Ln - Installing Backyard Sprinkler System
Water Works - Contractor
18-20 Sprays
5-7 Rotors
2-3 Valves
Running 20' Electrical Conault
Front Yard Sprinkler System 3/2020 **A motion to approve was made, motion passed unanimously.**

6. Mr. Trask - 6236 Brighton Lane - Installing Solar Panels to the right and left side of house. **No Vote Taken - Just needed location.**
-18.9 KW PV Solar Installation ; Roof Mounted
-Atlantic Key Energy - Contractor

7. Mrs. Olsen - 9128 Iron Gate Blvd - Trimming Two Trees (Backyard)
By the Swimming Pool
Tri-County Grinding LLC - Contractor **A motion to approve was made, motion passed unanimously.**

8. Mr. Steward - 5400 Heatherton Rd - Installing Gutters to 2nd story and 1st story of house.
Install 68 Feet of 6" Wicker Seamless gutter on 2 story level
Install 18 feet of 6" Wicker Seamless gutter on 1 story level
Heavy Duty Hidden Hangers
Install 3 3x4 Wicker Downspouts
Wicker - Color **A motion to approve was made, motion passed unanimously.**

9. Mr. & Mrs. Ward - 9185 Iron Gate Blvd - Remove Oak Tree in Front Yard / Update flowers / landscaping (Sending Pictures/Info when off work) in front flower beds.
Contractor - Themselves **A motion to approve was made, motion passed unanimously.**

10. Mr. Smith - 9104 Iron Gate Blvd - Pool Drain
Requesting to drill 1 1/2 inch hole in curb to permit pool drain.
Hole will be 39 inches left of the property line. Current drainage is killing grass.
He is doing this himself.
52 Feet from house to Hole ; 90 feet from shed to hole **A motion to approve was made, motion passed unanimously.**

11. Steve Trask - 6236 Brighton Lane - Stain Fence
Wants to stain his fence "Pecan" color with Ready Seal Pre-Tinted Pecan.
(Pictures attached) **A motion to approve was made, motion passed unanimously.**

12. Richard and Kathy Cooper - 9194 Iron Gate Blvd - Tree Removal / Cut Down (Backyard)
She stated that the tree was rotted and it's a safety issue.
(Pictures Attached) - ARC Request put in after a letter was sent **A motion to approve was made, motion passed unanimously.**

13. Alfonso Robinson - 6134 Broadfield Ct - Storm Doors

36 x 80 Storm doors for exterior front porch (1 door)

36 x 80 exterior shed storm door. (2nd door)

Both are a sandstone color.

(Pictures attached) **A motion to approve was made, motion passed unanimously.**

14. Theresa Stansbury - 5728 Heatherton Road - Vinyl Fence

Putting in another ARC Request due to wanting to keep the light khaki / tan color.

Previous ARC request was submitted and approved based on the stipulation that the color was the same as her neighbor's fence color (dark brown).

She is stating it's not available at this time and that fence companies are behind schedule. Wood materials are not available at this time either.

She is asking us to reconsider the color. (Tan Hamilton)

6 Feet - On Center, Solar Shield.

Posts 5 sq. ; Rail 1 3/4 x 5 1/2 ; Picket 6 T&G ; 6 x 10 Double gate on driveway side of house ; 6 x 5 single gate on right side of house. **Motion to approve was made, 8**

opposed to the color 1 approved. ARC was denied due to color, it needs to be a darker color vinyl

15. Theresa Stansbury - 5728 Heatherton Road - Shed

16 x 20 x 8 shed

Florida's Finest structure

(Photo Attached)

Shed installed on concrete Slab ; 8 x 7 Roll up door, Steel Door, 2 x 3 Color Window.

Shingles grayish brown to match house soffit.

12 feet from both rear and side property lines.

Window, Trim, Door to include roll up will be white.

Shed will be painted a grayish blue like next door neighborhood (5720 Heatherton).

1 Window

Shingles matching the color of my house shingles (Grayish Brown) **Motion to approve was made, all 9 voted no until we get a sample of the paint color**

16. Dan Doll - 6145 Brighton Lane - Fence Repair due to Hurricane Sally

Wants to replace fencing and gates on both sides of house facing Brighton Lane

The fence will be the same style but visible wood will be new. Gates were damaged by Hurricane Sally.

Wants to replace the fence to match the new replacement gates. **A motion to approve was made, motion passed unanimously.**

17. Dan Doll - 6145 Brighton Lane - Removing underbrush in backyard

Removing underbrush from their backyard ; NO TREES!

Due to his wife having Severe allergy breathing problems.

Contractor : Himself **A motion to approve was made, motion passed unanimously.**

18. Alfonso Robinson - 6134 Broadfield CT - Fence Staining
Wants to stain his fence "Pecan Ready Seal" color.
Contractor - Himself. **A motion to approve was made, motion passed unanimously.**

19. Nick Ahlen - 9088 Iron Gate Blvd - New Roof
Contractor - Ridgeline Construction
Weathered Wood (Color)
Waterproof underlayment, Water resistant underlayment, starter shingle, shingles, hip and ridge caps, ventilation.
9 Rolls of Owens Corning self adhering starter roll around the perimeter of the roof
Install 133 bundles of Architectural Owens Corning Duration Shingles
Install 9 bundles of Owens Corning ProEdge Hip and Ridge Shingles on all hip and ridges.
Sealing all plumbing vent pipes with new shingle color (Weathered Wood). (Bullet Boots) 35 year warranty. **A motion to approve was made, motion passed unanimously.**

20. Darren Penton - 6137 Brighton Lane - Replace Fence
Wants to replace the fence at the end of the drive way.
The gates will not open or close properly.
He also needs to move the fence back 2 feet so that Milton Gas can set the gas meter.
The new meter is right where the fence is in now. **A motion to approve was made, motion passed unanimously.**

21. Darren Penton - 6137 Brighton Lane - Solar Tubes
Mr. Penton would like to install 3 Solar Tubes for more natural lighting in his home.
One would be located on East side of his house
One on the south side of his house
One on west side of the roof.
Installation only takes 1 day to complete.
No VOTE taken just need location

22. Darren Penton - 6137 Brighton Lane - Solar Tubes **(DUPLICATE)**

23. Keith Barrows - 6073 Grey Moss Lane - Trim Limbs near house
Wants to trim limbs (dead) and trim limbs that are laying / near the house.
A motion to approve was made, motion passed unanimously.

24. Laurel Myers - 5688 Heatherton Road - Trellis
Wants to place a Trellis in front of the back fence. to use for climbing plants

The fence will be brought back down to 6 feet which is in regulation. The trellis will be filled with greenery. A motion to approve was made, motion passed unanimously.

25. Marion Stephens - 6190 Grey Moss Ln. - Fence Repair
Wanted to repair fence boards due to Hurricane Sally. Same fence / measurements added. A motion to approve was made, motion passed unanimously.

7. Cottonwood Concerns

- Neighbor asked when Timberland would no longer be the Declarant: Response: once they have completed the back gate with fence and sign.
- Neighbor then asked once Timberland is no longer the Declarant can we re-address the petition regarding what we can do or park in our backyards. Response: once Timberland is no longer the declarant we will form a committee to go through the covenants and see what we can amend with the majority of the community's approval.
- Neighbor brought up to the board that she has received 2 violation letters on the same day in regards to smoky, nuisance fire. She states that they have a fire pit and were burning some wet wood from Publix. Response: board member asked to take a vote to have both letters removed from her name. It was passed unanimously. The board will address Etheridge about violation letters and make sure they start letting the board know what violations they found and what letters will be sent before they are sent to homeowners.

8. Adjournment

There being no further business, the meeting was adjourned at 7:08pm. Motion by Jim and second by Fred.