

# COTTONWOOD SUBDIVISION HOMEOWNER'S ASSOCIATION

## BOARD OF DIRECTORS MEETING

May 28, 2014

### Minutes

#### **CALL TO ORDER:**

The meeting was called to order at 6:00pm.

#### **DIRECTORS ATTENDING:**

David Ellis  
Jen Ruffini  
Jeff Hemley  
Henry Thompson  
Manuel Valdez

#### **HOMEOWNERS ATTENDING:**

Pam Ellis  
Bill & Dee Thomson  
Charles Ratliff  
John Cheeseman

#### **ALSO ATTENDING:**

Kevin Etheridge – Association Manager

#### **APPROVAL OF MINUTES:**

Henry Thompson moved to approve the minutes of March 27, 2014. Manuel Valdez seconded, motion passed unanimously.

#### **FINANCIAL REPORTS:**

Kevin Etheridge reviewed the income statement through April 30, 2014 and the balance sheet for May 31, 2014. The income statement through May has not yet been completed and the month has not been closed out. The Board of Directors were also provided a copy of the Aged Receivables Report, through May 28, 2014.

#### **YARD SALE:**

David Ellis reported the association yard sale would be held on June 7<sup>th</sup>, from 8:00am 'til noon. Information concerning the yard sale will be posted on the association's website: [www.CottonwoodHOA.net](http://www.CottonwoodHOA.net) and ad will be published in the Pensacola New Journal on June 6<sup>th</sup> and June 7<sup>th</sup>.

#### **COMMUNITY VIOLATIONS AND FINES:**

The Board of Directors discussed some of the lingering covenant violations within the association. It was also noted that Etheridge Property Management has recently sent a letter to all owners reviewing a number of frequently violated covenants and the owners were asked to inspect their property and provide proper maintenance.

David Ellis noted that there were several homeowners who have added topsoil to their lawns. Unfortunately, many of these lawns have dirt which has washed into the street. Etheridge Property Management will address.

David Ellis also suggested that the association's drainage system be inspected. Kevin Etheridge will contact Denny Harris, with Southern Utility Service, to perform the inspection.

#### **ARCHITECTURAL REPORT:**

The Architectural Committee discussed fencing requests and it was decided that all fencing requests must be submitted with a plat plan of the property indicating the proposed placement of the fence.

#### **ASSOCIATION WEBSITE:**

David Ellis will submit information on utilities, which will benefit new homeowners moving into Cottonwood.

**STREET LIGHTS:**

Jeff Hemley discussed the need for 5 additional street lights in Cottonwood. The association members have discussed, by email, meeting with Jeff Cagle with Gulf Power Company to address these needs and discuss the overall billing policies of Gulf Power. After discussion, it was decided that Jeff Hemley, Manuel Valdez, David Ellis, & Kevin Etheridge will meet with Gulf Power on June 11, 2014 at 3:00pm to discuss these issues.

**STORAGE SHEDS:**

The Board of Directors and the members in attendance addressed concerns with storage shed approval. Many homeowners have expressed interest in installing storage lockers in their backyard for storage of lawn tools, pool equipment, etc. The Board still had questions on whether or not these types of containers would be classified as a structure and should be approved as such. David Ellis suggested the board members review this section of the Covenants to discuss at a later date. Also, the association may wish to discuss this with the attorney.

**STAGGERED TERMS FOR BOARD:**

After discussion, it was decided that the following staggered terms will be established for the Board of Directors:

<u>Name of Board Member:</u>	<u>Term Expires:</u>
Dave Sartore	2015
Henry Thompson	2015
Jen Ruffini	2016
David Ellis	2016
Jeff Hemley	2017
Manuel Valdez	2017

**RETENTION POND:**

David Ellis discussed problems with the retention pond adjacent to Cottonwood on Anderson Lane, which washed out due to recent heavy rains. The retention pond in owned by the county and Santa Rosa County is addressing these problems.

**NEW BUSINESS:**

It was agreed that the association’s website should provide information for owners to obtain gate codes and remotes.

The welcome letter, which is sent to new owners from Etheridge Property Management should also include information on gate remotes and gate codes.

Jeff Hemley moved that effective June 1<sup>st</sup> all owners, which close on property in Cottonwood, would be provided with one gate opener at no charge. Any additional gate openers would be a charge of the standard \$30.00 for the remote. Manuel Valdez seconded, and the motion passed with David Ellis, Jeff Hemley, Jen Ruffini, Henry Thompson, and Manuel Valdez voting in favor. Dave Sartore opposed. Motion passed.

**BASKETBALL GOALS:**

Etheridge Property Management was asked to remind owners storing basketball goals in view, that basketball goals must be stored behind fences when not in use.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:10pm.