

**Notification Details**

Postal Delivery	<i>none</i>	Published to website	<i>none</i>
Broadcast email	<i>none</i>	Posting a sign	<i>none</i>
Association Name	<i>Cottonwood HOA</i>		
Meeting Type	<i>BOD Meeting</i>		
Date / Time	<i>02/17/14 -5:30pm</i>		
Location			
Director(s) Present	<i>David Ellis (P), Dave Satore (V), Jennifer Ruffini (T), Henry Thompson (S), Jeff Hemley</i>		
Director(s) Absent	<i>None</i>		
Member(s) Present	<i>See Sign In Sheet</i>		

**MINUTES NOT VERBATIM**

**CALL TO ORDER** Notice of meeting read aloud, quorum determined and meeting called to order at 10:00 pm. President shall preside. Motion to open meeting announcing notification process and with unanimous affirmation of Directors that requirements have been met.

**MEMBER PRESENTATION**

**DIRECTOR / COMMITTEE REPORTS**

President	Front Gate Repaired, Concern received in reference to Pitt Bull Dogs
VPresident	None
Treasurer	Manager reviews attached financials. Motion unanimously approved to adopt the financials as attached.
Secretary	Motion unanimously approved to adopt the 11/18/13 Board meeting minutes.
Committee	
Property Manager	

**OLD BUSINESS** Shed proposal change to covenants still pending

**NEW BUSINESS** Motion unanimously approved to terminate contract with MyHomeSpot effective 3/31/14; Motion unanimously approved to initiate contract with the Etheridge Property Management Group effective April 1, 2014.

**ADJOURN / FORUM** 6:17 pm

**TABLED ITEMS**

**MGMT ASSIGNMENTS**



## MEETING AGENDA

COMMUNITY NAME: Cottonwood HOA  
MEETING TYPE: Board of Directors  
MEETING DATE/TIME: Monday, February 17, 2014; 5:30 PM  
MEETING LOCATION: Tanglewood Golf & Country Club  
5961 Tanglewood Drive Milton, FL 32570

### HOMEOWNER'S INPUT:

Each member may speak for 3 minutes at the meeting opening upon request. You must be recognized and then remain in order until the business meeting adjourns.

PRESIDENT'S REPORT: *Front Gate Repaired*  
VICE PRESIDENT'S REPORT: *Concern received in reference to Pit Bull Dogs*

TREASURER'S REPORT: *None*  
*Ruffini - Hemley / All*  
Motion: To accept the financial reports as attached

SECRETARY'S REPORT: *Brewster Thompson - Satoro / All*  
Motion: To accept previous meeting minutes as true and correct

COMMITTEE REPORT(S): *NOM*

MANAGER'S REPORT: *none*

### UNFINISHED BUSINESS:

### NEW BUSINESS:

1. Shed and Garage Rule Change - *still pending*
2. 2013 Excess Funds - *Prepare for next year*
3. Designate Board Member Duties - *Remain same*
  - a) Community Management
  - b) ARC Request Web Portal
4. Board Meetings Frequency and Location - *Remain same*
5. Newsletter - *part on*
  - a) How often
  - b) Distribution
  - c) Who will publish?
6. Management Contract - *Motion to terminate my home pot - Hemley - Satoro / All*
  - a) Document Storage, ARC Requests Processing, Preparing Letters  
*Motion to contract with Etherida - Hemley - Satoro / All*
  - b) Where do we go from here?

ADJOURN: *6:17pm*

<b>Notification Details</b>			
Postal Delivery	none	Published to website	10/28/2013
Broadcast email	11/13/2013	Posting a sign	11/07/2013
Association Name	Cottonwood HOA		
Meeting Type	BOD Meeting		
Date / Time	11/18/2013; 4:30pm		
Location	myHomeSpot.com; 4505 Woodbine Rd, 32571		
Director(s) Present	Henry Thompson(P), Dave Sartore(VP), Jennifer Ruffini(T), David Ellis(S), Jeff Hemley		
Director(s) Absent	None		
Member(s) Present	See Sign In Sheet		
<b>MINUTES NOT VERBATIM</b>			
<b>CALL TO ORDER</b>	Notice of meeting read aloud, quorum determined and meeting called to order at 4:30 pm. President shall preside. Motion to open meeting announcing notification process and with unanimous affirmation of Directors that requirements have been met.		
<b>MEMBER PRESENTATION</b>			
<b>DIRECTOR / COMMITTEE REPORTS</b>			
President	Henry resigns as President and will retain seat as Director.		
VPresident	None		
Treasurer	Manager reviews attached financials. Motion unanimously approved to adopt the financials as attached.		
Secretary	Motion unanimously approved to adopt the 10/15/2013 Board meeting minutes with the amendment that David Ellis voted against 2014 Budget so decision was decisive and not unanimous.		
Committee			
Property Manager	Manager reviews Collection Policy and workflow sequence for delinquency timeline. Board desires to only renew liens every 2 years and will not foreclose on any unit. Manager reviews management agreement, Strongroom A/P process, Smartviolations module, provides status update of rules and CCR revision.		
<b>OLD BUSINESS</b>			
<b>NEW BUSINESS</b>	Motion unanimously approved to appoint David Ellis as President.		
<b>ADJOURN / FORUM</b>			
<b>TABLED ITEMS</b>	Reserve Schedule		
<b>MGMT ASSIGNMENTS</b>	Next Meeting March, 2013		

RESOLUTION SUMMARY					
DATE	11/18/2013	AUTHOR		SECOND	
FAVOR	All Persons Present	OPPOSE	None	ABSTAIN	
MOTION	That the meeting held this has been properly noticed in accordance with the State laws and governing documents and that a Quorum exists to call this meeting to order,				
DATE	11/18/2013	AUTHOR	Hemley	SECOND	Ellis
FAVOR	Thompson, Sartore, Ruffini, Ellis, Hemley	OPPOSE	None	ABSTAIN	none
MOTION	To adopt the financials as attached.				
DATE	11/18/2013	AUTHOR	Sartore	SECOND	Hemley
FAVOR	Thompson, Sartore, Ruffini, Ellis, Hemley	OPPOSE	None	ABSTAIN	none
MOTION	To adopt the 10/15/2013 Board meeting minutes with the amendment that David Ellis voted against 2014 Budget so decision was decisive and not unanimous.				
DATE	11/18/2013	AUTHOR	Thompson	SECOND	Hemley
FAVOR	Thompson, Sartore, Ruffini, Ellis, Hemley	OPPOSE	None	ABSTAIN	none
MOTION	To appoint David Ellis as President.				

**Aging Applied Extended**

Friday, February 14, 2014 11:04

Period 01/31/2014

**COTTONWOOD HOA**

Account #	Status	Unit	Last Payment	Resident Contact	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
19872	O	Collections 5405 HEATHERTON RD		CATHEY,OKSANA & TODD	0.00	19.65	19.65	2,539.65	2,578.95
19861	O	Collections 9112 IRON GATE BLVD		BARBER,CLINT & AMY	0.00	19.65	19.65	2,049.44	2,088.74
19843	O	Collections 9087 IRON GATE BLVD	3/2/2009	WELLS FARGO BANK,	0.00	13.65	13.65	1,588.53	1,615.83
19821	O	Collections 5520 HEATHERTON RD	2/25/2011	PYLAND,JOSEPH S	0.00	7.05	7.05	1,034.27	1,048.37
19905	O	Collections 5537 HEATHERTON RD	2/29/2012	BOONE,GREGORY & KRISTINA	50.00	3.75	3.75	591.14	648.64
19890	O	Collections 5503 HUNTINGDON ST	9/19/2013	PERRY,JASON	0.00	75.20	0.20	14.00	89.40
19849	O	Past Due 9137 IRON GATE BLVD	5/7/2013	LEWIS,MICHAEL & KATHERINE	0.00	0.11	0.11	8.16	8.38
19831	O	5600 HEATHERTON RD	5/2/2013	DOVE,RICHARD & SUSAN	0.00	0.06	0.06	4.11	4.23
19820	O	5512 HEATHERTON RD	5/13/2013	PHILLIPS,ERICA	0.00	0.01	0.01	0.56	0.58
<b>Count: 9</b>					<b>50.00</b>	<b>139.13</b>	<b>64.13</b>	<b>7,829.86</b>	<b>8,083.12</b>

**Property Totals**

# Units	# Builder	# Resident	# Owners	# Tenants	Owner Ratio
130	10	130	127	3	97.69%

# Aging Applied Extended

Friday, February 14, 2014 11:04

Period 01/31/2014

## COTTONWOOD HOA

Account #	Status	Unit	Last Payment	Resident Contact	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
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### Charge Code Summary

<u>Description</u>	<u>G/L Acct #</u>	<u>Amount</u>
Assessment - Operating	2050	4,275.35
Attorney Fees/Cost	2050	1,991.36
Finance Charge	2050	1,482.41
Late Fee	2050	334.00
		<u>8,083.12</u> ✓

COTTONWOOD HOA

Balance Sheet- Fund

Posted 01/31/2014

	Operating	Reserves	Spec Assessment	Total
<b>Assets</b>				
<u>Bank</u>				
CAB Operating Account	39,186.09			39,186.09
Coastal Reserve Account		6,005.39		6,005.39
<b>Total Bank</b>	<b>39,186.09</b>	<b>6,005.39</b>		<b>45,191.48</b>
<u>Accounts Receivable</u>				
Accounts Receivable	8,083.12			8,083.12 ✓
Allowance for Bad Debt	(8,037.23)			(8,037.23)
<b>Total Accounts Receivable</b>	<b>45.89</b>			<b>45.89</b>
<b>Total Assets</b>	<b>39,231.98</b>	<b>6,005.39</b>		<b>45,237.37</b>
<b>Liabilities &amp; Equity</b>				
<u>Accounts Payable</u>				
Accounts Payable	468.16			468.16
<b>Total Accounts Payable</b>	<b>468.16</b>			<b>468.16</b>
<u>Current Liability</u>				
Prepaid Assessments	20,608.58			20,608.58
<b>Total Current Liability</b>	<b>20,608.58</b>			<b>20,608.58</b>
<u>Equity</u>				
Operating Retained Earnings	20,131.64			20,131.64
Reserve Retained Earnings		6,005.39		6,005.39
Net Income/(Loss)	(1,976.40)			(1,976.40)
<b>Total Equity</b>	<b>18,155.24</b>	<b>6,005.39</b>		<b>24,160.63</b>
<b>Total Liabilities &amp; Equity</b>	<b>39,231.98</b>	<b>6,005.39</b>		<b>45,237.37</b>

Income Statement- 12mo Column  
 COTTONWOOD HOA  
 AS OF 1/1/2014 to 12/1/2014

**Operating**

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budget
<b>INCOME</b>														
<u>Assessment Revenue</u>														
General Assessment	0.00	35,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,750.00	34,650.00
<b>TOTAL Assessment Reve</b>	<b>0.00</b>	<b>35,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,750.00</b>	<b>34,650.00</b>
<u>Other Income</u>														
Investment Int	2.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.61	0.00
<b>TOTAL Other Income</b>	<b>2.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.61</b>	<b>0.00</b>
<b>TOTAL INCOME</b>	<b>2.61</b>	<b>35,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,752.61</b>	<b>34,650.00</b>
<b>EXPENSES</b>														
<u>Administrative</u>														
Office Supply	68.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.14	585.00
Postage/Mailing	62.80	23.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.02	705.00
Licenses / Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00
<b>TOTAL Administrative</b>	<b>130.94</b>	<b>23.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>154.16</b>	<b>1,430.00</b>
<u>Contracts</u>														
Landscape	335.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	335.00	4,354.00
<b>TOTAL Contracts</b>	<b>335.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>335.00</b>	<b>4,354.00</b>
<u>Discretionary</u>														
Discretionary Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	630.00
<b>TOTAL Discretionary</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>630.00</b>
<u>Insurance Expense</u>														
G/L Gambrell Insurance 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00
D/O Gambrell Insurance 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
Crime Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
<b>TOTAL Insurance Expens</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,100.00</b>
<u>Management Services</u>														
HOA Mgmt Contract	577.40	577.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,154.80	6,936.00
Mileage Reimburse	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
Compliance Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Additional Mgmt Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
HOA Meeting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00



Income Statement- 12mo Column  
**COTTONWOOD HOA**  
AS OF 1/1/2014 to 12/1/2014

**Operating**

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budget
<b>TOTAL Management Serv</b>	577.40	577.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,154.80	8,726.00
<b><u>Operating Expense</u></b>														
Storage	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00
<b>TOTAL Operating Expens</b>	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00
<b><u>Professional Fees</u></b>														
Accountant / Tax Prep Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
Legal Professional Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
<b>TOTAL Professional Fees</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,450.00
<b><u>Repairs and Replacements</u></b>														
Common Area Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
Fences / Walls / Gates	0.00	2,557.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,557.50	3,816.00
<b>TOTAL Repairs and Repl</b>	0.00	2,557.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,557.50	4,216.00
<b><u>Utilities</u></b>														
GP 07831-25100	662.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	662.85	6,936.00
GP 01480-87012	86.92	69.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.57	674.00
GP 01480-87003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	816.00
Telephone / Internet	110.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.90	1,068.00
<b>TOTAL Utilities</b>	860.67	69.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	930.32	9,494.00
<b><u>Write Off</u></b>														
Write offs / Foreclosures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
<b>TOTAL Write Off</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
<b>TOTAL EXPENSES</b>	1,979.01	3,227.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,206.78	34,650.00
<b>Net Revenue / Expense</b>	(1,976.40)	32,522.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,545.83	0.00

# Check Register

Friday, February 14, 2014 11:07:35 AM

Check Date 11/18/2013 to 2/17/2014

## COTTONWOOD HOA

### CAB Operating Account

Check #	Check Date	Invoices	Payee	Check Amount	Invoice Amount	Ctrl#	Payment Status
100072	11/20/2013	1	AT&T	95.01	95.01	12736	PAID
100073	12/12/2013	1	King Lawn, Inc.	335.00	335.00	12914	PAID
100074	12/17/2013	9	myHomeSpot.com/PACE	774.94	774.94	12990	PAID
100075	12/18/2013	1	AT&T	110.90	110.90	12991	PAID
100076	1/2/2014	1	Coastal Association Law Group, P.L.	75.00	75.00	13075	PAID
100077	1/13/2014	1	King Lawn, Inc.	335.00	335.00	13136	PAID
100078	1/15/2014	4	myHomeSpot.com/PACE	585.65	585.65	13179	PAID
100079	1/16/2014	2	SouthData, Inc.	122.69	122.69	13196	PAID
100080	1/16/2014	1	myHomeSpot.com/PACE	75.00	75.00	13195	PAID
100081	1/17/2014	1	AT&T	110.90	110.90	13197	PAID
100082	2/4/2014	1	Coastal Association Law Group, P.L.	50.00	50.00	13282	PAID
100083	2/6/2014	1	Carlton Morris Gates & Ornamentals	2,557.50	2,557.50	13323	PAID
100084	2/6/2014	1	King Lawn, Inc.	335.00	335.00	13322	PAID
100085	2/11/2014	2	myHomeSpot.com/PACE	600.62	600.62	13351	PAID
<b>Total Invoices:</b>				<b>Total \$</b>	<b>6,163.21</b>		
<b>Total Checks:</b>				<b>Voided \$</b>	<b>0.00</b>		
<b>CAB Operating Account TOTAL \$</b>					<b>6,163.21</b>		

