

Cottonwood Homeowners Association First Annual Meeting
January 17, 2008.

Meeting called to order at 5:30pm at the Santa Rosa County Library.

Members in attendance were:

Charles and Betty Maddux

Eric Pedrosevich

Robert and Jeanese Hayward

Jeff Miller

Will Coffey

Tom Wilson

Elaine and Bod Chord

Dan Harris

Mike and Joyce Halston

Jonathan and Lea Gray

Mark Rhedin

Bob and Bard Kauset

Shane and Diana King

Todd and Kathi Tucker

The membership discussed their desire to get the front main gate in operation as soon as possible and have codes assigned. Tracey Watson (Community Association Manager) from Realty Masters advised the membership that there are remotes available for a fee of \$25.00 to be able to operate the gate remotely from within their cars.

Mr. Maddux suggested that the membership contract with just ONE garbage pick up company instead of the subdivision using 5 different ones in order to reduce the wear and tear on the roads as well as reduce the number of loud trucks entering the subdivision.

The 2008 budget was discussed and reviewed with suggestions from the membership.

Three owners volunteered to serve at the pleasure of the Declarant to form the first Homeowners Association Board of Directors. The volunteers were Jeff Miller, Diana King and Mike Halston. Meeting adjourned at 6:45 pm.

COTTONWOOD OWNERS ASSOCIATION
1719 North 9th Avenue
Pensacola, Fl, 32503

ANNUAL OWNERS MEETING

THURSDAY JANUARY 17TH, 2008.
5:30 PM
MILTON LIBRARY
5541 ALABAMA STREET, MILTON, FL, 32570.

See you all there!

Tracey Watson
Community Association Manager
Cottonwood
(850) 473-3983

2008. 1. 17 BOD Meeting

**COTTONWOOD OWNERS ASSOCIATION
1719 NORTH 9TH AVENUE
PENSACOLA, FL, 32503**

**MONTHLY BOARD MEETING
JANUARY 17TH, 2008.**

AGENDA

- 1. Call meeting to order**
- 2. Appoint Board of Directors (3)**
- 3. Management Report and Proposed Budget 2008**
- 4. Vote in budget and dues for 2008**
- 5. New Business**
- 6. Adjourn**

Cottonwood Homeowners Association
Board of Directors Meeting
January 17,2008.

Meeting commenced at 6:45 pm. Jeff Miller was appointed to serve as President, Mike Halston was appointed to serve as Secretary and Diana King was appointed to serve as Treasurer.

Meeting adjourned at 6:50 pm.

Prepared by: Tracey Watson –Community Association Manager

Realty Masters of FL
1719 North 9th Ave
Pensacola, FL 32503
(850) 473-3983 (850) 473-3975 Fax

Dear Cottonwood Property Owner:

Realty Masters of Florida is your new Community Association Management Company. We at Realty Masters are working hard to use technology to improve our level of service and we have decided to offer a free website for each Association that we manage. We have not planned anything for Cottonwood yet, but if you have ideas about what you would like to see there, please submit your input. We are currently working on our websites and we invite you to visit our Website at <http://www.PensacolaRealtyMasters.com>

I, Tracey Watson am your contact person. You may email me directly Tracey@pensacolarealtymasters.com. You may reach me at 850-473-3983 (Realty Masters office)

We would appreciate all dues being mailed to:

Cottonwood Homeowners Association
1719 North 9th Avenue
Pensacola, Florida 32503

Please make all checks payable to : Cottonwood Homeowners Association.
We will be mailing an invoice to all the owners after the annual meeting stating the dues for 2008.

We appreciate your efforts to always pay on time. Also, please call me, Tracey Watson at my office 473-3983 and leave your phone number so we can get the main gate to Cottonwood subdivision operational and your personal codes assigned for all of you to enjoy! We look forward to seeing all of you at the first annual meeting and we encourage you to participate by volunteering to serve on the board of directors for Cottonwood Owners Association for 2008.

FIRST ANNUAL ASSOCIATION MEETING
Thursday January 17th, 2008.
5:30 pm
Milton Library
5541 Alabama Street, Milton, Fl, 32570

Sincerely,
Tracey Watson

Sec. 30-132. Minimum standards for the neighborhood.

- (a) *Parking in front yard.* No vehicles shall be parked on the grass or other unimproved part of any front yard. No vehicles shall be parked on vacant lots. In the case of the townhouses, a maximum of one improved off-street parking space (and related improved access to the street) shall be allowed; said spaces may be paved or have some other type of all-weather surface such as crushed stone.
- (b) *Inoperable vehicle.* In addition to the provisions of section 42-115 [of this Code] dealing with inoperable vehicles, no unlicensed vehicle shall be parked in the front yard for more than 72 hours.
- (c) *Garbage barrels.* When not at the curb for pickup, all garbage barrels shall be stored directly adjacent to the facade of the house or in its side or rear yard.
- (d) *Basketball goals.* No permanent basketball goals shall be placed in the county right-of-way. Portable goals shall be removed before sundown of each day. Players shall yield to traffic.
- (e) *Front yards.* All unimproved portions of front yards shall be grass or other plant materials, and shall be neatly maintained. Specifically, grass shall not exceed eight inches in height. To ensure that law enforcement officials have an unobstructed view of the neighborhood's premises, shrubs shall be pruned to a maximum height of three feet and trees shall be pruned so that all branches are a minimum of seven feet above the ground.
- (f) *Gulf Power electrical equipment boxes.* Sitting or standing on electrical equipment boxes is prohibited. "No Loitering" signs shall be posted on such boxes.
- (g) *Fences.* Privacy or opaque fences and chicken wire fences are prohibited beyond the front facade of any house. In the case of corner lots, such fences shall not extend beyond the side facade along the street.
- (h) *Yard debris.* In addition to complying with all other county requirements, yard debris shall not be placed in the storm drain inlets.
- (i) *House conditions.* Vacant houses shall be adequately maintained to assure security; however, the use of materials that will detract from the appearance of the house shall be prohibited. All houses shall be maintained as specified below:
- (1) *Exterior walls.* Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers and any other conditions which might admit rain, or dampness to the interior portions of the walls or to the occupied spaces of the building. All siding material shall be kept in repair.
 - (2) *Stairs, porches and appurtenances.* Inside and outside stairs, porches, and other appurtenances thereto shall be safe to use and capable of supporting the load that normal use may cause to be placed upon them. Such stairs shall be kept in sound condition and good repair.
 - (3) *Windows to be glazed.* Every window sash shall be fully supplied with glass window panes or approved substitutes which are without open cracks or holes.
 - (4) *Exterior doors.* Every exterior door, basement or cellar and hatchway shall be substantially weather-tight, and shall be kept in sound working condition and good repair.
 - (5) *Protective surface treatment.* All exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. All siding shall be weather-resistant and water-tight. All masonry joints shall be sufficiently tuck-pointed to ensure water and air tightness.

Cottonwood Home Owners Association

First Annual Meeting

January 17 2008

OWNER	ADDRESS	PHONE
CHARLES & BETTY MADDAK	5448 HEATHERTON RD	623-3475
Eric / Agnes Petrovich	9120 Iron Gate	564-0196
Robert + Jeanese Hayward	6025 Paige Pointe Dr.	983-6836
JEFF MILLER	6032 PAIGE PT DR	623-4383
Will Coffey	6049 Paige Point Dr.	981-0967
Tom Wilson		
Elaine - Bob Chong	5424 Heatherdon Rd	981-1019
Dan Harris	6172 Gray Moss Blvd	623-0260
MIKE / Joyce HALSAN	6190 GRAY MOSS	827-6268
Jonathan + Lea Gray	5416 Heatherdon Rd.	623-5538
MARK RHEDIN	6056 PAIGE POINT DR	564-4992
Bob + Barb Kauset	5432 Heatherdon	626-5536
Shane + Dianna King	6057 Paige Point Dr	981-8676
Todd + Kathi Tucker	9087 Iron Gate Blvd	623-4279

COTTONWOOD OWNERS ASSOCIATION
1719 NORTH 9TH AVENUE
PENSACOLA, FL, 32503

MONTHLY BOARD MEETING
JANUARY 17TH, 2008.

AGENDA

1. Call meeting to order

- 1) MIKE - V. Pres. - mike.halston@altousa.com
2) JEFF - V. Sec. - jeff.miller@ieee.org
3) DIANA - Treasurer - dking@kinglawn.com.

2. Appoint Board of Directors (3)

Bob Chord -> director
rchoral@aol.com

3. Management Report and Proposed Budget 2008

4. Vote in budget and dues for 2008

gate \$20,000.
20 years.

5. New Business

6. Adjourn

Realty Masters of FL
1719 North 9th Ave
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(850) 473-3983 (850) 473-3975 Fax

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Sincerely,
Tracey Watson

Share King. 623 - 5296 Landscaping.
Mastercare lawn.



Realty Masters of FL
1719 N 9th Ave
Pensacola, FL 32503
850-473-3983 ph 850-473-3975 fax
www.pensacolarealtymasters.com

COTTONWOOD 2008 BUDGET

Ordinary Income/Expense

Income

Association Dues 121 homes x \$115.00 = \$13,915.00
Surplus Funds 2007 \$1350.00

Total Income \$15,265.00

✓ - ~~operating~~
annual block party.
✓ - do not solicit sign
at entrance.

Expenses

Bank Service Charges \$420.00
Main Gate Entrance \$1050.00
D & O Insurance \$1,000.00
Landscaping \$4,200.00
Management Fee \$4,800.00
Income Tax & Annual Filings \$350.00
Postage, Printing \$250.00
Electricity \$780.00
AT&T (gate) \$708.00

Total Expenses \$13,558.00

Net Income or Loss \$1,707.00

- roads separate
NOTE: There will be a capital improvement (paving the roads) in 20 years at an estimated cost today of \$246,721.00. Starting in 2009 Cottonwood HOA will start a RESERVE account specifically for this capital improvement. The amount of \$246,721.00 divided by 20 years = \$12,350.00 per year. We will add 3% to the \$12,350.00 each year to keep up with inflation. Starting in January 2009 the Association will include this cost in the annual budget and the dues per home or lot will be divided into this figure to arrive at the new annual dues amount each year.

add → pole lights } hurricane
→ gate } replacement
→ fence }

Three Trade Consultants, Inc.

8713 HWY 90

Milton, FL 32583

Ph: (850) 626-9972 Fax: (850) 626-7414

PROPOSAL

Page No. 1 of 1 Pages

To: Timberland Contractors
4883 Glover Lane
Milton, FL 32570

JOB NAME/NO: <u>Cottonwood Subdivision</u>	
LOCATION: <u>Milton, FL</u>	
PHONE: <u>626-6536</u>	Fax <u>981-0600</u>
DATE: <u>10/19/2007</u>	

We hereby submit specifications and estimates for:

Asphalt Overlay est. 40289 sy @\$5.75per sq. yd plus Tax

Divide by 20 for the budget then add 3% to each successive year to account for inflation. \$12350 Reserve.

WE PROPOSE hereby to furnish material and labor-Complete in accordance with these specifications, for the sum of:

Dollars (\$) 231,662

* Payable as follows: **Due Upon Completion of Each Phase**

Tax 15,059

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: _____

\$ 246,721.00

Note: This proposal may be withdrawn by us if not accepted within **30** days.

ACCEPTANCE OF PROPOSAL -- The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date: _____

Signature: _____

Date: _____

all 207 lots

**COTTONWOOD OWNERS ASSOCIATION
1719 NORTH 9TH AVENUE
PENSACOLA, FL, 32503**

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5:30 pm
Milton Library
5541 Alabama Street, Milton, Fl, 32570

Sincerely,
Tracey Watson



Santa Rosa County
Library System

Milton Library
5541 Alabama St.
Milton, Florida 32570
850-623-5565
FAX 850-623-1325

Date: 12/18/07 No. of pages including Cover Sheet 4

To: Tracey

FAX #: 473-3975

From: Gwen Wilson

Phone: _____

RE: I'm sorry it took so long for me to
send this. We've been swamped this
afternoon.



Santa Rosa County *Library System*

Santa Rosa County Library System Policies **Effective August 1, 2006**

Facilities - Meeting Room Use

Santa Rosa County Libraries provide free use of meeting rooms to individuals, groups, or organizations engaged in educational, cultural, intellectual, civic, government, charitable, or non-commercial activities. Meeting room space is provided on an equitable basis, regardless of the beliefs or affiliations of groups or individuals requesting their use. Programs offered to the public at large must base attendance on an equitable basis without regard to origin, age, background, or views. Libraries will post a notice stating that the Library does not endorse the views or beliefs of organizations using the Library meeting room space.

Meeting room space is scheduled on a first come, first served, and space available basis. Library, Friends of the Library, or County sponsored programs have first priority for use of library meeting rooms and other reservations may be cancelled for their use. The Library or Friends of the Library programs may promote products or services in conjunction with library fund raising activities.

Each library will coordinate the scheduling, managing, and monitoring of their meeting room space using the following policies:

- Applicants must fill out an application form and provide contact information.
- Group or individual use is limited to four (4) uses per month.
- Meeting room space may be used on days when the library is open.
- Meeting rooms may not be used for personal, business, or private profit or for commercial advertising or solicitation of business.
- Groups and individual may not charge admission fees.
- Fees for materials necessary for program participation may be charged.
- Groups may restrict meetings to their own membership.
- Groups are responsible for their own publicity and it must indicate that the event is not a library sponsored event.
- Groups or individuals may use their own or library Audio Visual equipment. If library equipment is needed, reservations should be made and the meeting room contact is responsible to get any needed instruction from library staff in advance of meeting time.
- Light refreshments may be served if space is adequate. Kitchen facilities and equipment available as part of the meeting room may be used, but staff room kitchens or equipment may not be used.
- Groups and individuals must arrange tables, chairs, and equipment in the room, using only furnishings found in the meeting room, and must return the room to the way it was found.
- Meeting room users should clean up food, drinks, containers, and large trash and leave facilities clean (not expected to clean restrooms or vacuum).
- Meeting room use must not disrupt other library use.

Santa Rosa County Library System Meeting Room Policy – Review and Update Form for Users

- The Library is not responsible for loss or damage to exhibits, equipment, supplies, or other materials brought to the Library by the meeting group, including personal belongings of program attendees.
- Meeting room groups may not store equipment, materials, or supplies in the meeting room except with special permission granted by the Santa Rosa County Library System administration.
- In the event of cancellation, library staff should be immediately notified.
- Group size must be within the capacity of the meeting room space as posted.
- Materials must not be attached to walls, windows, doors, or furnishings.
- All promotional literature must be removed.

In addition to the meeting room policies and procedures, meeting room users must comply with other library policies related to user behaviors.



Santa Rosa County
Library System

6568 Caroline St., Ste. 101
Milton, FL 32570
Linda Hendrix, Library System Director
850-623-2043- lindah@santarosa.fl.gov
www.santarosa.fl.gov/libraries

Facilities Use - Meeting Room Application
UPDATE Request November 2007

Name of Individual or Organization Requesting Use: COTTONWOOD OWNERS ASSOCIATION

Contact Information:
Name: TRACEN WATSON

Address: 1719 N. 9th AVE, PENSACOLA FL

Phone: 473-3983

E-Mail: traceny@pensacolarealty.com

Date(s) of Event: Feb. 4 Time: 5:30 pm.

One time Use: Recurring Use:

Library Equipment Needed: none.

Staff Review and Approval of Equipment: _____

Date Equipment Checked Out _____ (staff signature)

Date Equipment Returned: _____ (staff signature)

Room Check After Use: _____ (staff signature)

Meeting Attendance: _____

Notes: _____

TRACEN WATSON

Name of Person Reviewing Policy and Updating Information – Please print name

Tracy Watson
Signature

12/18/07
Date



Realty Masters of FL
1719 N 9th Ave
Pensacola, FL 32503
850-473-3983 ph 850-473-3975 fax
www.pensacolarealtymasters.com

COTTONWOOD 2008 BUDGET

Ordinary Income/Expense

Income

Association Dues

Surplus Funds 2007

$119 \times 200 =$
~~121~~ homes x \$115.00 = \$13,915.00
\$1350.00

Total Income

\$15,265.00

Expenses

Bank Service Charges

\$420.00

Main Gate Entrance

\$1050.00

D & O Insurance

\$1,000.00

Landscaping

\$4,200.00

Management Fee

\$4,800.00

Income Tax & Annual Filings

\$350.00

Postage, Printing

\$250.00

Electricity

\$780.00

AT&T (gate)

\$708.00

Total Expenses

\$13,558.00

Net Income or Loss

\$1,707.00

NOTE: There will be a capital improvement (paving the roads) in 20 years at an estimated cost today of \$246,721.00. Starting in 2009-Cottonwood HOA will start a RESERVE account specifically for this capital improvement. The amount of \$246,721.00 divided by 20 years = \$12,350.00 per year. We will add 3% to the \$12,350.00 each year to keep up with inflation. Starting in January 2009 the Association will include this cost in the annual budget and the dues per home or lot will be divided into this figure to arrive at the new annual dues amount each year.



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Pensacola, FL 32503
850-473-3983 ph 850-473-3975 fax
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COTTONWOOD 2008 BUDGET

Ordinary Income/Expense

Income

Association Dues 115 homes x \$125.00 = \$14,375.00
Surplus Funds 2007 \$1350.00

Total Income \$15,725.00

Expenses

Bank Service Charges \$420.00
Main Gate Entrance \$1050.00
D & O Insurance \$1,000.00
Landscaping \$4,200.00
Management Fee \$4,800.00
Income Tax & Annual Filings \$350.00
Postage, Printing \$250.00
Electricity \$780.00
AT&T (gate) \$708.00
Annual Social \$200.00
Do Not Solicit Sign \$200.00

Total Expenses \$13,958.00

Net Income or Loss \$1,767.00

NOTE: There will be a capital improvement (paving the roads) in 20 years at an estimated cost today of \$246,721.00. When control of the HOA is handed over to the owners from the developer there will start a RESERVE account specifically for this capital improvement. The amount of \$246,721.00 divided by 20 years = \$12,350.00 per year. We will add 3% to the \$12,350.00 each year to keep up with inflation. The other item to be included in the RESERVES is the main gate. The replacement cost will be \$20,000.00 divided by 20 years = \$1,000.00. We will add 3% to the \$1,000.00 each year for inflation. Again, these RESERVES will NOT become part of the HOA budget until control of the Association is turned over to the owners.