

Cottonwood HOA  
Board of Directors and ARC Requests  
Meeting Minutes  
Monday November 16, 2020 (virtual)

1. Call to Order

The meeting was called to order at 5:30pm

2. Directors Attending

Jon Wright

David Satore

Alfonso Robinson

Jim Bellant

Kaley Wright

Fred Hall

Jen Ruffini

Weldon Bartush (here towards middle to end of meeting)

3. Approval of Minutes

The meeting minutes were read by Jen Ruffini. A motion to approve was made by David and second by Jim. The motion was passed unanimously.

4. Old Business

- Reminder all signs that are out in yards will be receiving violation letters.
- Reminder boats, trailers, RV's etc. are to only be in the driveway for 48 hrs. per the covenants. Not in the street or behind your fence.
- Please use your driveway as much as possible. There is no overnight parking on the street.
- Etheridge Properties is working on setting up dates and times with contractors to come out and clean the drains.
- Etheridge Properties is having a Representative from Gulf Power to come out and discuss our lights
- If you have any remaining debris from the storms please let us know. We are working with the county to get the last of it picked up.
- If you have any questions or concerns please contact Etheridge Properties
- Our Facebook pages should not be used for bashing or slandering our fellow neighbors.
  
- Gulf Power was contacted about the street light on Grey Moss and Huntingdon that needs repair. It should be repaired within a few days
- Gulf Power will be installing the last of our street lights very soon and this money will be coming out of the 2020 Budget.

- Etheridge Properties contacted AT&T about green boxes throughout the neighborhood that are old and not being used. They will come out soon to remove them.
- 2021 Budget: We had a vote to approve our 2021 budget and David made a motion and Kaley second. The budget passed unanimously with one change: taking part of Street Lighting Purchase and putting in Road Fund.
- There were not issues with November's Financials
- 5400 Heatherton Rd (Stewarts) – An Engineer came in and evaluated and nothing can be done regarding shingles without destroying the structure.
  - There are 5 other structures like this one in our neighborhood per the Contractor that built this one. Board member asked to contact the contractor to get addresses for these 5 homes.
  - This particular request was approved by the past president without the board's approval. It was then denied by the board and then put on hold until the engineer could look it over.
  - It was stated that Cottonwood has had many management companies over the years and some didn't keep documentation for ARC requests. If you didn't hear back you were approved with no letter, email etc.
  - It states in the covenants that board members have the right to approve variances.
  - The board needs to take a vote on a variance for this ARC issue. Motion to approve the variance was made by Jon second by Alfonso. Jen, David and Kaley approved but Jim disapproved until we find the other homes.

- Reminder of city ordinance for burning of leaves and trash. You can use a fire pit for small fires.
- Remember we have a leash law and please clean up after your animals when walking.
- Trash Companies: The HOA has no authority or decision. Each homeowner needs to make that decision and if you go with Adams you need to call and cancel Waste Pro
- Please keep up with pressure washing your driveways, gutters and storm drains if you have one.
- If any homeowner needs a copy of the covenants please email at [bamaphotomom17@gmail.com](mailto:bamaphotomom17@gmail.com)

## 5. ARC requests

1. Richard Sheppard – 6142 Broadfield Ct – CW2020-142 Removal of Trees  
Emergency removal of dead / dying trees in front yard. The trees are a hazard and pose a threat to neighbors' property and to any persons near or around the trees including lawn care professionals. **Motion to approve was made by David and second by Alfonso. The motion passed unanimously.**

2. April Burrow – 6105 Brighton Lane – CW2020-143 Fence around trashcans  
Having a small fence put up to conceal trashcans, will be made of the same wood as fence. 5-foot length, 6-foot height, no stain. **Motion to approve was made by Jon and second by Jim. The motion passed unanimously.**

3. Theodore Gilliam – 9137 Iron Gate Blvd – CW2020-144 Shed Assistance with Resubmitting; 12 x 28 shed, will be placed behind home as indicated on plat attached. Shingle roof color (slate); 1 72 x 10 double door and 1 24 x 36 window color (light brown with darker brown trim), T1-11 wood siding color (light brown with darker brown trim); No plumbing or electrical. 6 feet from back of fence to shed and 78 feet from shed to back of property. Right side 110 feet and left side 22 feet (shed to fences). Aluminum Soffit vent system, ridge vents, 5/8 treated floor system, 4 x 6 runners, 2 x 6 floor joists, 5/8 Pressure treated siding, Dura Temp Siding, 2 x 4 reinforced doors, 92 ½ walls.

- Mrs Gilliam called in to state that her shed had come in but it was wrong. It had a metal roof. She is asking for permission to install the wrong shed. Her contractor (Frank) called into the meeting as well and stated it was his mistake and he would order the new shed. The board made a motion to approve her request as it is stated with a shingle roof. Covenants - Contractor grade, brick or hardiboard siding, **Roof Fiberglass shingles**, color must match the house color, No Metal sheds / roof permitted, not exceed 400 sq. ft. No Closer than 5 feet from the side and rear property lines. No Building or design shall violate ordinances of SRC. No more than 1 outbuilding shall be allowed. No Plumbing, must be 20' setback from back of home. 12 x 28 shed. Shingle (Slate) ; 1 72 x 10 double door, 24 x 36 window color (light brown with darker brown trim). T1-11 wood siding color (light brown with darker brown trim).
- Motion to approve was made by Jim and second by David. The motion passed with the stipulation that it is the shed 12X28 shed with shingle roof as stated above.

5. Jamie Gilliam – 9137 Iron Gate Blvd – CW2020-145 Asking for a Miniature Horse due to her Disability. She states that the horse will work and perform tasks for her. She will clean up the manure immediately since they only use the restroom every 7 hours. She states that he is house broken and will be in the house with her. Referral from “Doctors Park address”. Provided information and medical documents. Motion to approve was made by Jon and second by Alfonso. The motion passed with the stipulations that she was given by the Cottonwood Attorney. Stipulations are No Noise or noise disturbances from the horse. No smell or smell disturbances from the horse. Horse must be on a leash or a bridle at all times while in the backyard. The horse is not to be in the street, front yard (Unless accompanied with Mrs. Gilliam to get the mail out of the mailbox) and no walking in the neighborhood with the horse at any time. Must park your vehicle and trailer (attached) in the backyard behind the fence at all times. No parking your vehicle that is attached to the trailer in the front yard or driveway at any times. No parking your trailer in the front yard or the driveway at any time unattached.

8. Richard Sheppard – 6142 Broadfield CT – CW2020-148 Installing rocks in their front yard flower beds. It would be to the left of the front door if you are facing the house.

Motion to approve was made by Jon and second by Fred. The motion passed unanimously.

9. Richard Sheppard – 6142 Broadfield CT – CW2020-149  
Install 14 x 10 paver stone patio inside the landscaping area located to the left of the front door. Oldcastle Cambridge Cobble Amaretto Concrete Paver (6 x 6) **Motion to approve was made by David and second by Jon. The motion passed unanimously.**

10. Richard Sheppard – 6142 Broadfield CT – CW2020-150  
Cedar Garden Arbor with a swing for the back patio. 87w x 47 d x 88 h; same width and height as the windows. Arch of the arbor is the same shape as the window. **Motion to approve was made by David and second by Alfonso. The motion passed unanimously.**

11. Darren Penton – 6137 Brighton Lane – CW2020-151  
Repaint front door to match shingles and window shutters (charcoal black) – Provided a paint sample (37A-5n) Black Sand. **Motion to approve was made by David and second by Fred. The motion passed unanimously.**

12. Glen Newsom – 6129 Brighton – CW2020-152  
Hurricane Sally damaged his gate and some of his fencing. Gate is 20 feet approx.) and to fill and add concrete to one post on the back of their fence line that washed out during Sally. Due to natural disaster (Hurricane), Mr. Newsom was able to get his fence fixed due to it being an emergency and natural disaster. **Motion to approve was made by David and second by Fred. The motion passed unanimously.**

13. Jamie Gilliam – 9137 Iron Gate Blvd – CW2020-153  
Had Assistance submitting; Install 25 feet high permanent flagpole in front yard as indicated on plat attached. Will be flying the American Flag and the Navy Flag. Flagpole to the right side (60 feet), Flagpole to left side (55 feet); house to flagpole is (26 feet), flagpole to sidewalk (20 feet). **Motion to approve was made by Jon and second by Jim. Motion passed unanimously with stipulations.** Section 720.304 (2) homeowner may display one portable removable united states flag or official flag of FLorida in a respectful manner. One portable, removable official flag that is not larger than **4 1/2 feet by 6 feet**, which represents the United states army, Navy, Air Force, Marine Corps or Coast Guard, POW-MIA Flag. Homeowner may also have a freestanding **flagpole NOT more than 20 feet high on any portion of the homeowner's real property.** Must not obstruct nightlines at intersections and is not erected within or upon an easement. **Add a light on top.**

14. Theresa Stansbury – 5728 Heatherton Road – CW2020-154  
Previous ARC request was tabled per questions from board members and attorney interpretation. Wants to install a new vinyl fence along back lot perimeter and front sides of home. Gate on left side (facing house) 6 feet home to gate – 5 feet gate – 7 feet from gate to end of fence. Gate on right side (facing house) 9 feet house to gate, 10 feet gate, 6 feet from gate to end of fence then 14 feet back from top of front fence and back. 197 feet on back side of house from side of fence to side of fence. Cream / Tan colored Vinyl Fence. **Motion to approve was made by Jim and second by David with the stipulations that it be a darker color brown that will look closer to wood color. The motion passed unanimously.**

16. Jason and Jennifer Black – 5696 Heatherton Road – CW2020-156  
Tree Removal Emergency – It is endangered of falling on the fence due to it leaning so badly after Hurricane Sally. They would like the underbrush in the backyard cleared out as well due to a number of snakes coming into her backyard. She has children that play in the backyard and animals as well. It poses a safety concern and issue. **Motion to approve was made by Jim and second by Alfonso. The motion passed unanimously.**

17. Jamie Gilliam 9137 Iron Gate Blvd Trailer

She is requesting a 20 Ft trailer to be attached to her truck at all times in her driveway to transport her Mini service horse. The board denied at 20 Ft trailer but was willing to talk with her at the board meeting to work something out. The board asked if she could do an 8 Ft to 8 1/2 Ft trailer. The board will approve an 8 Ft trailer for her 1 horse and medical equipment. Per the legal stipulations from the Lawyer she needs to park trailer behind fence. Mrs Gilliam was on the virtual meeting and she agreed that the 8 Ft trailer would be fine. She wasn't happy with parking in back yard, she will have an issue walking with her walker in the back yard and it will also destroy her grass. The board took a vote on 8 ft trailer for one horse and medical equipment and it being parked / stored behind the fence. **Motion to approve was made by David second by Fred. Jon, Jen, Alfonso Kaley and Weldon all approved, Jim approved everything except the parking in the back yard. The motion passed.** Approved for a 8 foot trailer, one miniature service horse, 2 stalls, one of the stalls for the horse and one of the stalls for only medical supplies (i.e. oxygen tanks). The vehicle and the trailer (attached) must stay behind the fence at all times. Unattached or attached the trailer must always be kept in the backyard. The trailer must not be parked in the front yard, the street or the driveway at any time.

6. Adjournment

There being no further business, the meeting was adjourned at 7:12pm. Motion by David and second by Alfonso.