

**Cottonwood HOA  
Board of Directors and ARC Requests  
Meeting Minutes  
Monday January 17, 2022 (virtual)**

**1. Call to Order**

The meeting was called to order at 5:31 PM by Jon, seconded by and approved by Erin.

**2. Directors Attending**

Jon Wright - HOA President  
Alfonso Robinson - HOA Vice President  
Jen Ruffini - HOA Treasurer  
Erin Cook - HOA Secretary  
Fred Hall - Director  
David Satore - Director  
Larry Blackwell - Director  
Karen Williams - Director  
Jim Belliant - Director  
Kaley Wright - HOA ARC Chairman

**3. Approval of Minutes**

Motion made by Dave to proceed with the meeting without December minutes being read, as they were not yet completed (technical issues). Fred seconded.

November minutes amended to add precise wording to one ARC request. Jon made a motion to approve as amended, Alfonso seconded.

**4. Old business**

- Last month we approved a new property management company, Elite Housing Management. Currently waiting on an amended contract request from our lawyer to send to Elite so they can adjust then we can sign. Elite should officially be taking over on 3/1/2022. EPM was notified of their termination.
- Gate - everything is completed with this project currently. One homeowner is having issues which Kaley is taking care of, and another homeowner is moving and his code will be deactivated. Everything else is fine.
- Street signs - The street sign company who makes the more durable signs has a shortage of staffing and availability due to COVID and are still taking time to get us the quote for the street signs. Jon spoke with EPM (Kevin and Dawn) about this. We are also waiting for the quote from the person who is to fix the sign at Grey Moss.

**5. New Business**

- **Financials with Jen**

- i. December's financials - nothing unusual for the monthly withdrawals.
  - ii. Questions from Facebook - Road Fund was started in 2016; it started with \$3,850. 2017 - \$3,900 added. 2018, 2019, 2020 - added \$5,000 each year. 2021 - added \$15,000. 2018 - there was asphalt sealing that we had to pay out of the account and currently we have \$44,182.25 (which includes the \$15k we put into the account in 2021).
    - 1. The \$15k from 2021 was the funds not used for street light replacements. Proposed budget states about \$16k for 2022, but we have no final budget as we're waiting for our new company Elite to get us a final budget to approve.
    - 2. We have a proposed budget of \$16k for 2022, but depending upon the budget Elite provides as our new property management company, this might change.
  - iii. Items on the budget called 'lawn maintenance' and 'common area maintenance' - should these not be the same? We always seem to have a budget for landscape improvements, however we do not spend it; inversely, we overspend on common area maintenance. We should look into eliminating this line item and adding all costs, officially, to common area maintenance. Erin will discuss this option with Elite.
    - 1. Erin will also follow up on getting concise and accurate information on who we pay and when, since the budget/monthly financial report both lack specifics of that nature.
- o **Insurance/Contracts**
  - i. Elite Housing Management, our new property management company, is set to help us address the issue of shopping around for best prices/policies with contractors, vendors, and our yearly insurance. Erin will follow up with them to confirm that they'll be working on that as these things expire and arise.
- o **Gate Contract**
  - i. The board signed the gate contract with All Tech. It's a year-to-year contract. In the beginning, since the gates aren't brand new, we signed up with a basic level of coverage for older gates. They confirmed receipt of the signed contract.
  - ii. Recommendations from the company for this year's gate maintenance and improvements will be sent to us soon and we can adjust the proposed budget from there.
- o **Annual Dues**
  - i. The dues increase letters have been placed in homeowner's mailboxes and a notification was placed on Facebook, plus EPM will be sending the adjusted amount in the yearly dues invoice. The dues increase is effective 01/01/2022.
- o **ARC Requests**
  - i. Iron Gate Pergola status. Kaley reached out to the homeowner several times, and asked EPM if they'd heard anything either, and they haven't.

EPM sent a letter to Mr. Hall to get communication going but no response yet.

1. The ARC request he'd placed for the pergola was not followed based on what we'd approved. The color of the pergola would have to match the trim of his house, and it currently doesn't. He's already finished installing it.
- ii. Shed request by Stansbury was previously approved but due to supply shortages the contractor cannot complete the work within the 180 days provided by our previous approval. She was requesting that we agree to let her have additional time to get this completed. The job will start on 2/28/22.
  1. A 6 month extension for this ARC request was approved unanimously.
- iii. Screened-in enclosure request by Doll was previously approved, however the estimate was pushed back due to lack of materials and equipment not being available in the approved timeframe. It is now on back order from the supplier. Job will not be done until July/August 2022.
  1. A 6 month extension for this ARC request was approved unanimously.

## **6. ARC Requests**

- Doll - Brighton - Gutters
  - i. 3-4 Downspouts, Clay Color (Beige) - Trim Matches, (2) 10 feet gutters down each side of the gable (Right and Left)
  - ii. All approved
  - iii. Stipulation: Must be the clay color (beige) submitted. Must be exactly what is stated in the arc request submitted.
- Doll - Brighton - BBQ Grill Setup
  - i. Left side of Enclosure - 6 feet out 10 feet depth. Concrete Slab Covered - Slope Roof.
  - ii. All approved
  - iii. Stipulation: Must be Exactly what is stated in the ARC Request. (Size, Color and Materials).
- Doll - Brighton - Hot Tub
  - i. 12 x 16 Slab of Concrete ; Open to view the stars (84 x 84 Hot Tub).
  - ii. All approve
  - iii. Stipulation: Must be exactly what is stated in the ARC Request. Hot Tub must be the size stated.
- Barber - Iron Gate - Shed
  - i. Purchasing a pre-made Shed from Cooks. The material of the shed is hardy board, the color of the hardy board is tan. The roof of the shed is shingles, the color of the shingles are a gray / black color. Color of the shed. matches our house siding and matches the columns in the backyard. Size of the shed is 12 x 20. The lot borders will be 10 x 10 off the back fence and left side of the shed from the fence. Attached a picture

of the exact shed and a drawing of the backyard to show the placement of the shed.

- ii. All approved
- iii. Stipulation: Must be exactly what was submitted as ARC Request. Must be the same size, color and materials submitted. Must be the shingles - gray and black). Must be the Tan shed (matches the trim of the house).

## **7. Homeowner Time**

- Ms. Heilmann - [referring to prior conversation about budget] If more than is budgeted is used for a line item, you don't go back and change the budget. It's a guide for spending based on best guess estimates on past expenses and adjusted annually for anything anticipated. It's called a variance.
- Jason - Who handles the website?
  - i. EPM.
- Justin - Have we assigned/allocated signs in the neighborhood?
  - i. We've been in contact with multiple sign companies on this subject and are waiting to get the quote back from the company with the most durable signs so they will last longer.
- Justin - Has there been any movement on the changing of the declarant?
  - i. We're waiting on the attorney and the POC at Timberland but that is in the works.
  - ii. Is there a deadline for this?
    - 1. There's no specific deadline, but the verbiage in the documents to turn it over has to be very specific and we're waiting on that right now.
- Mr. Brimer - If you purchase the signs, I'll put them up to get movement on this and prevent an additional labor cost. Plus, we shouldn't be waiting on EPM to get things taken care of and we should do so ourselves.
- Mr. Brimer - We also haven't taken action on the decision to send out a survey to the homeowners about the gate open/close issue that was decided on several meetings ago.
  - i. The board believes that if enough people were concerned about the gate staying open, more people would mention it than the 2-3 we've heard from so far. It's a \$300 expense to send the survey out, and the board was voted to handle matters like these, and our decision currently is to leave it as is.
- Mr. Brimer - will we ever have an HOA meeting in person?
  - i. March 2022 will be in person.
- Ms. Heilman - I don't live on site and I haven't received any notice of change in management or dues increase, and I hadn't seen the information Facebook and that concerns me and I hope this will improve with the new management company.
- Ms. Heilman - Since we haven't approved a budget for 2022 how do you know we needed to increase dues?

- i. The board is only able to approve an increase of 10% at a time without a quorum, so that is what we approved. We've tried having one in the past, and it hasn't worked out, so we approved what we could because we know an increase of some kind is needed - probably more than this - but this is what we had to work with.
  - ii. The budget hasn't been approved since it was put together by EPM and we're changing companies and hoping to get a more accurate budget from the new company.
- o Homeowner (unnamed) - a few people were asking about their yearly dues statement; I just got mine on Friday and it has a potential issue because it's dated 3/1/22 and the bottom when it talks about failure to pay, it has a \$0 repercussion if it's past due and I don't know if you were aware of that flaw.
  - i. All homeowners have until 3/1 to pay their dues, so that the due date is correct. The additional fees should be advised, but we'll talk to EPM about that error.

## **8. Adjournment**

There being no further business, the meeting was adjourned at 6:49PM by Alfonso, seconded by Fred, and unanimously approved.