

## MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: August 10, 2021

Place: CWC Courtyard

Attendees:

Title	Name	Present/Absent
President	Tracy Penman	Present
Vice President	Sean Abbott	Present
Treasurer	Lloyd Gantzer	Absent
Secretary	Kelley Roth	Present
Member at Large	Chris Lawson	Present
Community Manager	Laura Williams	Present

### Minutes of Cottonwood Court Homeowners Association, Inc.

#### 1. Call to Order

BOD Meeting called to order at 7:03PM by Kelley, Sean seconded

#### 2. Approval of Minutes

Kelley made motion to approve minutes from July meeting as written, Chris seconded once "spicket" is corrected to "spigot"

#### 3. Financial

In July we collected 6K, we spent 8K, so we were over budget by 21.6K for the month. We are over budget due to lawyer fees and repairing the north stairs.

#### 4. Old Business

- Rapid Restoration
  - 211 still has concerns with the wall in the back bedroom, Rapid removed drywall in 211 to find that the post in the back room has rotated and was not installed correctly. Rapid was supposed to come back in July to install a new 10' header but has not come back yet. Laura to call Courtney to get date for them to come back and fix the header.
  - Unit 311 shower fix from March was not done correctly and is still leaking. Rapid has okayed a full replacement to be done by a contractor of our choice. Third shower fix will begin the week of August 16th
- North stairs have been partially painted; Lloyd has provided paint color. Tracy to finish painting the stairs by the September board meeting.
- Brent & company to tie back the hanging wires from building C near unit 325. Tracy to reach out to Brent for that fix.
- Right now, we're only pending one COI for owners. Laura to follow up for insurance on renters that have not been received yet.
- Laura has received parking agreements for everyone so going forward we will need new residents to supply information upon move in and current residents to provide information on new vehicles.
- Sewer bill will be coming up.

- Insurance amendment to HOA documents reviewed. Chris motioned to accept the requirement as written, BOA voted unanimously to accept. Lloyd was not present to vote.
- Reviewed expectations from community manager. BOD needs to communicate with Laura, make sure all board members are included in communications, so everyone is up to speed.
- Meetings should be posted on website within 7 days of approval.
- BOD would like to get quotes from property maintenance companies for grounds, plumbing and electrical. Tracy to speak with Brent.
- No owners responded to Laura's request for bicycle ownership. Laura to post notices on doors by Friday 8/20 for bikes to be claimed or they will be disposed of.
- Library is open for meetings again so we can plan for inclement weather.
- Insurance to have protocol inspection, date TBD, we should expect a list of issues that needs to be addressed. Tracy to call Mary Leeds about bill and issues that need to be addressed.

#### 7. New Business

- A concrete pad was cracked during the concrete/stair repair of the north stairs. Suggestion was made for concrete filling caulk to be used to stop additional damage.

#### 8. 2022 Budget

- Community Events (community cleanup & 4th of July BBQ) to be budgeted at 300\$
- Snow Removal to be budgeted at 5K

#### 9. Next Meeting Date

Meetings will be held monthly till November 2021, on the second Tuesday of each month at 6:00 pm.

2022 we will start meeting bi-monthly.

Date	Invitees	Where	When
Saturday September 18, 2021	Annual Meeting	Courtyard	10:00 am
Tuesday October 12, 2021	BOD	Zoom/Courtyard/Library TBD	6:00 pm
Tuesday November 9, 2021	Open	Zoom/Courtyard/Library TBD	6:00 pm
Tuesday January 11, 2022	Open	Zoom/Library TBD	6:00 pm
Tuesday March 8, 2022	Open	Zoom/Library TBD	6:00 pm
Tuesday May 10, 2022	Open	Courtyard	6:00 pm
Tuesday July 12, 2022	Open	Courtyard	6:00 pm
Saturday September 17, 2022	Annual Meeting	Courtyard	10:00 am
Tuesday November 8, 2022	Open	Zoom/Courtyard/Library TBD	6:00 pm

Meeting adjourned at 8:25 PM by Kelley and seconded by Chris