

MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: November 17, 2020

Place: Tracy Penman's House

Attendees:

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

Minutes of Cottonwood Court Condominium Association, Inc.

1. Call to Order

Meeting called to order at 6:45 PM by Kelley Roth

2. Approval of Minutes

Unable to approve minutes from last meeting as none were taken

3. Financial

Unable to review financials as Laura is still rebuilding the books

4. Homeowners Communication

No homeowner communication to review

5. Manager Report

- FIRE: Laura has copies of the signoffs for roof inspection and certificate of occupancy following the fire
- Units 303 & 203 are no longer reporting leaking. Units have been repaired and costs will be paid by owner of 303
- Sprinkler system has been blown out for winter, but Laura still needs to know where main sprinkler shut off is

6. Old Business

- Due increases, 2021 budget & new parking tags to be sent to all owners the last week of November, change in dues effective January 2021

Unit Type	2020 Due	2021 Due
1 bed/1 bath	124.59	140.89

1st Floor 2 bed/1 bath	155.72	176.15
2nd Floor 2 bed/1bath	171.50	193.71
3rd Floor 2 bed/2 bath	175.00	197.94

- FIRE: Columbine Paramedics have submitted another request to CWC for reimbursement of damages due to fire. Board reviewed list and determined that all charges, except for the initial cleanup, should be paid by Rapid Restoration.
- Kelley motioned & Tracy seconded that a check be written to owner of Columbine Paramedics in the amount of \$125.00 to reimbursement for initial cleanup
- Board discussed the issue of Rocky Mountain Management withholding CWC's past minutes, financials, tax records, bank records, bills & other documentation that should have been handed over. Our attorney has sent one letter to Tony with no response. We've decided to push forward, incurring legal fees up to 5K, following the attorney's suggestion of:
 "We can send another letter with a list of items not provided and a deadline. If the deadline is not met, the next step is filing a complaint to force the turnover."

7. New Business

- FIRE: Final insurance check from Cincinnati has been received and should clear the bank on 11/15. Second Mobilization Payment check written to Rapid in the amount of \$34,237.61 leaving just the 10% hold back still due on 4 units. Remaining balance is \$28,097
- FIRE: Final Punch List still needed for units 109, 209, 311 & 313
- Kelley waiting call back from John Walker's recommended contractor, Nick
- Laura to also see if Ismael can do walk throughs with each owner to identify fixed needed by Rapid before 10% hold back is paid
- John Walker, the architect we've reached out to regarding the stairs, has completed his review of our property. The NW stairs are out of compliance, John has recommended that we install 10 inch wide by 4 feet deep concrete piers beneath each of the existing 4X4's supporting the second-floor landing, new metal post bases, pour new landing walk, re-frame upper landing with stronger connections and an increased depth to comply with code.
- Laura has reached out to her contractor, Ismail, who has said it's difficult to give a bid as he doesn't know if/what materials can be re-used. His estimate to bring stairs up to code is between \$20K-\$25K
- Laura to search for at least one other bid on price
- Laura to be given View Only access of BOK accounts
- Review current bill pay; suggestion was made to move all recurring bills to online bill pay and keep one-off payments as check, requiring two board member signatures
- CWC Website to be up and running by March, online bill pay to be available through website. Board will need to come up with list of items needed on website
- Snow removal for the winter has started, removal occurs with 2+ inches of snow on walk & 5+ inches of snow in parking lot

8. Next Meeting Date

Meetings will be held monthly, on the second Tuesday of each month, until determined we can meet less often and will rotate between Board Only and Open to Everyone.

Date	Invitees	Where	When
Tuesday December 8, 2020	BOD	Tracy's House	6:00 pm
Tuesday January 12, 2021	Open	Zoom	6:00 pm
Tuesday February 9, 2021	BOD	Tracy's House	6:00 pm
Tuesday March 9, 2021	Open	Zoom	6:00 pm
Tuesday April 13, 2021	BOD	Tracy's House	6:00 pm
Tuesday May 11, 2021	Open	Zoom/Courtyard TBD	6:00 pm
Tuesday June 8, 2021	BOD	Courtyard	6:00 pm
Tuesday July 13, 2021	Open	Courtyard	6:00 pm
Tuesday August 10, 2021	BOD	Courtyard	6:00 pm
Tuesday September 14, 2021	Annual Meeting	Courtyard	6:00 pm
Tuesday October 12, 2021	BOD	TBD	6:00 pm
Tuesday November 9, 2021	Open	Zoom/Courtyard TBD	6:00 pm
Tuesday December 14, 2021	BOD	TBD	6:00 pm

Meeting adjourned at 8:58 P.M by Kelley Roth

Due to the Corona Virus Concerns and the safety of everyone the monthly meetings open to all residents/owners are currently being held via ZOOM video conferencing.