

Cottonwood Court Condominium Association, Inc.
ANNUAL HOMEOWNERS MEETING MINUTES
September 08, 2018

The Annual Homeowners Association meeting on September 8, 2018 was called to order by Lloyd Gantzer at 1:06 p.m. the meeting was held on site at the Cottonwood Court, court yard at 5873 S. Prince Street, Littleton, Colorado

Directors in attendance: Sean Abbott, Sue Ocker, Ed Clint, Merle McKittrick, Lloyd Gantzer
Staff in attendance: Tony Lemberger, Rocky Mt Home Management

The homeowners were welcomed to the annual meeting, and introduced the Board of Directors and the Management Co.

Management certified that the annual meeting notice and proxy were sent to each homeowner of record on August 23, 2018, via general mail.

A quorum was established with homeowners attending and signing the Annual Meeting sign-in sheet or via proxy, that are in good standing with the HOA.

Minutes from the Annual Meeting held September 23, 2017 were included with the packet to the homeowners, a motion was made by Sean Abbott and seconded by Kelly Roth to accept the minutes as submitted, and the motion was approved unanimously.

ACCOMPLISHMENTS 2018: A report of the 2018 accomplishments was submitted, and asked for homeowners input and any questions or additions.

GOALS & OBJECTIVES 2019: A report of the 2019 Goals & Objectives was submitted, and asked for homeowner input and any questions. or additions.

FINANCIAL REPORTS: Management reported on the YTD financial conditions of the HOA, balance sheet has \$44,169.71 in the checking account, and \$40,795.22 in the reserve account, for a total of \$84,964.93 through August 31, 2018. YTD 2018 expense comparison with 2017 expenses have decreased by \$3,376.11. 2019 Budget and Reserve Budget were discussed. Copies of YTD financial reports. Balance sheet and budgets were included with the homeowners annual meeting package. A copy of the Reserve Analysis Estimate work sheet was also included with the meeting packet. The Board recommended not to increase the 2019 HOA maintenance fees, future project and improvements are subject to funds available for each future project

2019 BUDGET: The 2019 budget highlighted in yellow column, was discussed and each line item was reviewed. The 2019 HOA monthly maintenance fee will remain the same as 2018 with no increase, the last increase in monthly maintenance fees was 2008.

ELECTIONS: The meeting was then opened for nominations for the Board of Directors position. There were two open positions. A motion was made to elect Beth Michels to a 3 year term. Motion carried. A motion was made by Sean Abbot to retain Ed Clint for another 3-year term, the motion was seconded by Merle McKittrick, the motion was approved unanimously to retain Ed Clint for (3) three-year term.

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OLD BUSINESS: None

NEW BUSNISS: The projects for 2019 were reviewed and will be completed as funds are available, with safety issue items being a priority. The 2019 projects list is attached to the packet for review.

HOMEOWNER FORUM:

- Replacement of the north parking lots split rail fence, with a new cable fence similar to the photos submitted. Management in the process of getting proposals and cost of the replacement fence.
- Security cameras/system, management to get proposals and cost from a professional co.
- Light installed at dumpster area-solar
- Upgrade Court Yard concrete sidewalks and planter areas
- Consider Trash re-cycle bins check cost with Waste Management
- Damaged ceiling under soffit of buildings A & C repairs-pending
- Front (east) parking drainage issues
- Security gate at the Prince Street Building entrance- closure replaced

ADJOURNMENT: being no further questions or business the meeting was adjourned at 2:08 p.m.

Cottonwood Court Condominium Association, Inc.
Executive Board Meeting Minutes
September 08, 2018

The Executive Board meeting was called to order by President Lloyd Gantzer at 2:15 p.m. the meeting was held on site at the Cottonwood Court, court yard at 5873 S. Prince Street, Littleton, Colorado

Directors in attendance: Sean Abbot, Ed Clint, Lloyd Gantzer, Kelly Roth

Staff in attendance: Tony Lemberger, Rocky Mt Home Management, LLC

The purpose of the Executive Meeting is to elect Executive Officers to the Board of Directors for the Cottonwood Court Condominium Association, Inc. for fiscal year 2019

Sean Abbot made a motion to elect Lloyd Gantzer to President of the Association, the motion was seconded by Ed Clint the motion was approved unanimously for term on (1) year

Ed Clint made a motion to elect Sean Abbot to Vice-President of the Association, the motion was seconded by Lloyd Gantzer, the motion was approved unanimously for term on (1) year

Lloyd Gantzer made a motion to elect Ed Clint to Secretary/Treasurer of the Association, the motion was seconded by Sean Abbot, the motion was approved unanimously for term (1) year

Directors At large position(s) will be held by Kelly Roth, and Beth Michels

ADJOURNMENT: being no further questions or business the meeting was adjourned at 2:20 p.m.

Board Of Directors

Position	Name	Term	Phone
President	Lloyd Gantzer	09/2018 – 8/2019	
Vice President	Sean Abbot	01/2018 - 01/2020	
Secretary Treasurer	Ed Clint	01/2016 - 01/2020	
Board Member	Beth Michels	01/2018 - 01/2020	
Board Member	Kelly Roth	0 1/2017- 09/2019	