

## **MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL**

Date: July 13, 2021

Place: CWC Courtyard

Attendees:

Title	Name	Present/Absent
President	Tracy Penman	Present
Vice President	Sean Abbott	Present at 7:40
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 6:22PM by Kelley, Tracy seconded. Board immediately went to Executive Session to discuss legal policy.

Open session beginning at 7:14

#### **2. Approval of Minutes**

Chris made motion to approve minutes from June meeting as written, Kelley seconded

#### **3. Financial**

Currently we're over budget by 22K YTD

#### **4. Old Business**

- Rapid Restoration has been paid for units 109, 311 & 313.
  - 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 is going to come back to install a new 10' header but Rapid has not heard back from homeowner.
  - Unit 311 now has new concerns with master shower that was fixed by Rapid in March (tear out on March 5th, reinstall on March 11th & 12th) as pan is still creaking, shower door has not been caulked correctly and red mold is growing underneath, grout is cracking and falling off shower walls and seat.
- Repair of west stairs and landing have been finished. Runyan Construction has come back to pour concrete in front of building C, unit 117. Randy advised Laura that there is a treatment that can be done to fix under the decking where pressure treated lumber should have been used. This was not done at time of concrete pouring, Tracy sent follow up email to Randy regarding the pressure treated lumber and Randy said it's not necessary unless the wood is in direct contact with the

ground. BOD agrees that since the City of Littleton signed off on the project there is no need for additional work to be done on the landing.

- Stairs after rebuild have been partially painted, Laura to contact Lloyd to follow up on status and estimated completion.
- The uneven sidewalks caused by the north most tree on Prince have been corrected and sidewalk has been ground down.
- Spigot on building A has been replaced
- Clint (owner of 313) installed an I-bolt in the grilling area concrete for grill to be anchored down.
- Laura asked Ismael to quote the cost for fixing the hanging wires from building C near unit 325, he did not feel comfortable fixing the issue and recommended we have a licensed electrician quote.
- Message board lock has been drilled out and will not be replaced. Locks for shed and covers have been purchased and installed.
- Owners to submit their homeowner's insurance, COI to be sent to Twisted Property by June 30. Laura has received documentation for 31 of 33 units and has sent additional notice that documents must be received by July 15th.
- Laura still pending parking agreements, she has 31 of 33.
- Sewer bill will be coming up

#### 5. New Business

- Information to be sent to residents regarding "seeclifix.com" app, this is a request and work management app for citizens to report non-emergency concerns such as animal control, graffiti, grounds issues, illegal habitation, code enforcement violations, potholes, sidewalk snow removed, street light outages as well as other issued to their local governments.
- Insurance amendment to HOA documents pending final verbiage.
- 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.
- No owners responded to Laura's request for bicycle ownership, all unclaimed bicycles to be removed.
- Laura to find out when library will be allowing meetings again.
- Insurance to have protocol inspection, date TBD, we should expect a list of issues that needs to be addressed.

#### Next Meeting Date

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

Date	Invitees	Where	When
Tuesday August 10, 2021	BOD	Courtyard	7:00 pm
Tuesday September 14, 2021	Annual Meeting	Courtyard	7:00 pm
Tuesday October 12, 2021	BOD	TBD	7:00 pm
Tuesday November 9, 2021	Open	Zoom/Courtyard TBD	7:00 pm
Tuesday December 14, 2021	BOD	TBD	7:00 pm

Meeting adjourned at 8:24 PM by Kelley and seconded by Chris