

COTTONWOOD COURT

BOARD MEETING MINTUTES

Tuesday February 10, 2026

Place: Old Landsdown Arms / Zoom

Attendees:

Title	Name	Present/Absent
President	Chris Lawson	Present
Vice President	Jesse Sehlmeier	Present
Treasurer	Earl Kastle	Present
Secretary	Heather Lin	Present
Member at Large	Kelley Roth	Present
Community Manager	Laura Williams	Present

Minutes for Cottonwood Court Homeowners Association, Inc

1. Call to Order

BOD Meeting called to order at 6:01 PM by Chris, Jesse seconded.

2. Homeowner/General Discussion

Beth called in.

3. Approval of Minutes

Chris made motion to approve minutes from December 2025 meeting as written, Heather seconded.

4. Meeting summary

Quick recap

The HOA board meeting focused on several property maintenance issues, including a \$6,500 bid for courtyard post repairs and discussions about increasing trash pickup frequency to three times per week. The board reviewed and approved new rules and regulations, subject to board members' final edits within a week. They also addressed

concerns about waste management overages and homeless individuals using the dumpster area, with plans to explore security camera upgrades and potential fines for misuse. The board also scheduled upcoming meetings include the annual homeowner meeting.

Summary

Property Management and Repairs Review

The board discussed several property management issues, including high trash service fees and potential changes to their savings account. They reviewed documents related to bank account changes and signature cards. The group also discussed exterior vent repairs and post replacements, with plans to follow up on pricing. They noted that some cosmetic repairs were needed but were not urgent. The board agreed to continue monitoring the property's condition and address any major issues as they arise.

Courtyard Post, rails and joist Repair Bid Review

The HOA board discussed repair estimates for courtyard posts and second-floor issues, with a \$6,500 bid from Integrity presented for ground floor modifications including metal risers and railing bolt replacements. The board noted that this estimate was more reasonable than previous repairs which cost \$15,000, and Laura confirmed that the metal risers were galvanized and rust-proof. The board decided to approve the repair pending reviewing another bid to carry out due diligence.

Trash Service Improvements

The board discussed ongoing issues with trash and cleanup services, particularly concerning overage charges and poor service quality. They agreed to seek a new bid for increased trash pickup frequency, subject to cost limitations, and to review and approve updated rules and regulations pending board member edits.

Board Meeting Calendar

The board also established a calendar of upcoming meetings for the year, including the annual homeowner meeting in October. The upcoming meetings are:

April 14th, June 9th, August 11th, and October 13th, with the annual homeowner meeting to be held in October, and December 8th as the last meeting for 2026.

Next steps

- [Laura: Check into the cost of increasing trash pickup to three times per week and provide a bid to the board; if bid is under \\$450 per month, board will approve.](#)

- Laura: Talk to the snow removal company (Mondo) about cleaning up the dog area, leaves, and ensuring ice melt is not put on upper floors.
- Laura: Work on an outline of weekly tasks/expectations for the cleaning/grounds crew and review with the board.
- Laura: Send formal email and screenshots outlining the work and bid details from Integrity Home Improvement (and competing bid) to board for review and documentation.
- All board members: Review the new rules and regulations document within one week, provide any final edits to Laura, who will compile and send out the final version.
- Laura: Set up and schedule board meetings for the rest of the year (April 14, June 9, August 11, October 13 annual meeting, December 8) and update the website calendar accordingly.
- Laura: Coordinate with website manager to add the new calendar functionality in the near future.
- Laura: Consider updating the camera pointing at the trash area to enable better monitoring (e.g., zooming for license plates), and report back to the board.
- Board: Develop a fine schedule/penalty structure for repeat trash/property violations, to be attached to relevant policies.

5. New Business

A copy of ID required from Board members for business signature card for the new bank account

6. Suggestion for future business

None

7. Meeting adjourned by Jesse and seconded by Chris.