

MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: June 8, 2021

Place: Platte River Bar & Grill

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	Absent
Community Manager	Laura Williams	Present

Minutes of Cottonwood Court Homeowners Association, Inc.

1. Call to Order

BOD Meeting called to order at 6:38 PM by Tracy, Sean seconded.

2. Approval of Minutes

Kelley made motion to approve minutes, Tracy seconded.

3. Financial

Currently we are over budget by 25K YTD.

4. Old Business

- Rapid Restoration has been paid for unit 109, 311 & 313. 211 still has concerns as the wall in the back bedroom is not straight and has a crack. 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 and straighten metal pole.
- Repair of west stairs and landing have been finished. Runyan Construction will be coming back to pour concrete in front of building C, units 115 & 117. Tracy to call regarding the date for pouring the concrete with an estimated cost of 5.2K. Laura to call Randy to find out how they are going to fix under the decking where pressure treated lumber should have been used.
- The North most tree on Prince is causing uneven sidewalks and is a liability issue. BOD has decided that we will try to level the uneven corners of the sidewalk out. BOD has decided to have Ismael even out the sidewalk by grinding it down.
- "No Trespassing" signs have been installed at Prince Street entrance and the ends of buildings A & C.
- Kelley to mow lawn on Mondays and Thursdays, watering to be done on Tuesday and Friday.

- Kelley purchased a gas grill, tank of propane and brush for the community. Will submit receipts for reimbursement. Tracy Smith to write rules for using the grill. Laura to follow up with Jenelle and Clint regarding the I-bolt and extra propane tank.
- Laura to ask Ismael to look at and quote the cost for fixing the hanging wires from building C near unit 325.
- Message board lock has been drilled out and new locks have been purchased for shed. Cover for outlet to be purchased.
- Unit 309 numbers have been replaced.
- Garden budget was put on Kelley's credit card, Kelley to submit receipts for reimbursement.
- Owners to submit their homeowners' insurance, COI to be sent to Twisted Property by June 30. Laura has received 12 owners COI.
- Laura still pending parking agreements.
- Sewer bill will be coming up.

5. New Business

- Notice to be sent via email to each owner requesting missing documentation due by June 30th. Owners will be fined 25\$ monthly for 3 months and then 100\$ thereafter till required information is received.
 - Information Sheet/Contact Information
 - Copy of your lease with contact information for your renter.
 - Parking tag information
 - Proof of insurance for owners and renters
- Information to be sent to residents regarding "www.seeclickfix.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, streetlight outages as well as other issued to their local governments.

6. 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 July 13, 2021	Open	Courtyard	7:00 pm
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 7:11 PM by Kelley and seconded by Tracy.