

COTTONWOOD COURT

BOARD MEETING MINTUTES

Tuesday April 14, 2026

Place: Old Blinking Night

Attendees:

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

Minutes for Cottonwood Court Homeowners Association, Inc

1. Call to Order

BOD Meeting called to order at 6:02 PM by Chris, Jesse seconded.

2. Homeowner/General Discussion

Nobody called in.

3. Approval of Minutes

Jesse made motion to approve minutes from February 2026 meeting as written, Earl seconded.

4. Meeting summary

Catwalk and Post Construction Project

- The HOA Board recapped the catwalk and post construction project completed by Integrity.
- During the project, Integrity discovered additional rotted posts. The cost will increase for each additional post replaced.
- Southern pine replacement posts cost \$250 each.

- Project costs:
 - Original post work: \$6,500
 - Additional 6 posts: \$1,500
 - Additional work: \$750
 - Total: \$8,750
- Chris will inspect the completed post work.

Trash Service

- The Board decided to continue trash pickup service twice per week.
- A new HOA rule will impose fines for trash-related violations.

Rules and Regulations

- Board members will complete a final review of the Rules and Regulations by the end of this week.
- The proposed fine for items left outside the dumpster is \$250 per violation.

HOA Management Website

- The Board discussed the possibility of adopting a new website to manage HOA operations.
- Each unit would have its own login account to pay HOA dues and communicate with the Board.
- Laura will gather information regarding the one-time implementation costs and ongoing expenses.
- The Board will conduct a cost-benefit analysis before making a decision.

Weekly Cleaning Services

- The Board reviewed the services included in the weekly cleaning contract:
 - a. Empty trash cans
 - b. Replace trash bags
 - c. Empty the pet waste station
 - d. Remove dog waste
 - e. Blow debris from the courtyard
 - f. Clean all stairwells

- g. Clean the dumpster enclosure
- h. Clean the Prince Street entranceway

Security Cameras

- The Board discussed adding two security cameras, one on the second floor and one on the third floor.
- Laura will obtain an estimate for the installation.

Adjournment

- The meeting was adjourned by Jesse and seconded by Chris at 7:43 p.m.