

MINUTES

Cottonwood Creek Annual Homeowners Association

November 11, 2018 | 2:00 P.M.

Welcome

The meeting was called to order by Mike Beister, President

Minutes and documents may be found on our website: Cottonwoodhomeowners.com

Board Introductions and Recognitions

President Beister introduced current board members: Bill Kilmer, Tim Loudon, Larry Watkze, John Grose, Teresa Beebe and Rachel Reiman.

The Board acknowledged and thanked our members who are veterans.

Recognition of community members for their services:

- Laura Heimann – Community website management – Cottonwoodhomeowners.com
 - Tami Mason – Community Facebook page management – Cottonwood Creek Neighborhood
 - Donna Johnson – Preparation of HOA tax return
 - Jim Morley – Community lot map management
 - Bill Kilmer – For his dedication to maintaining the common areas, trail, and signage to keep our community beautiful
 - Kyle Newsome and Joe Vaughn – For helping mow and maintain our entrances.
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Treasurer's Report

Board member John Grose presented the 2018 Budget, 2018 actuals to date as of October 31, 2018, along with 2018 Forecasted income and expense through December 31, 2018. 2019 projected budget was presented. Floor was open for questions.

Electronic Invoicing

2019 invoicing for dues and road assessment payments will go out via email versus mailing. All emails will need to be confirmed and missing emails provided. Members were in agreement.

Directory Updates

Have you changed your email, phone number or just moved in? Our community communicates and invoices primarily through email. If your contact information has changed, please notify Teresa Beebe, tabeebe16@gmail.com.

Website Update

An events calendar is now available for members to post events happening in and around our community. All of us are able to post to the calendar. What a great way to find something fun to do! Laura Heimann will monitor and manage the calendar.

Social Committee Updates

Many fun events happened in 2018 and more ideas are coming in for 2019. Amy Skaalen provided an overview of events and some of the new ideas coming in. If you would like to join our committee, please contact Amy Skaalen, theskaalens@gmail.com.

Roads

Board Members Tim Loudon and Bill Kilmer presented:

- The Board decided to hold off increasing dues for the road fund this year, so the amount will remain at \$500 for calendar year 2019.
- The Board will be looking to the Roads Committee for written recommendations to be presented at the HOA's next annual meeting in 2019.
- In the meantime, the Board has requested and received a bid from engineering firm Olsson Associates to conduct an evaluation and assessment of the existing pavement conditions and recommendations for necessary repairs (the bid was submitted on November 6, the Board has not yet voted whether to accept it);
 - The evaluation and assessment would be conducted in two phases. The first phase would consist of site evaluation and the use of a drilling rig to drill through the pavement at 13 designated locations. At each boring, a pavement and subgrade soil sample will be obtained for further evaluation and analysis. If a large variation in pavement thickness and subgrade conditions exist between the boring locations, phase 2 would be implemented. In phase 2, 7 additional boring samples will be obtained for analysis.
 - Laboratory testing will be conducted on the boring samples and, following that, Olsson will prepare a written report outlining its findings and recommendations.
The fees for phase 1 are \$6,150 and the fees for phase 2 would add \$1,400, for a total of \$7,550. Assuming the Board accepts this bid, the fees will be paid out of the roads fund; Once the Board receives the analysis from Olsson, it will turn the results over to the Roads Committee for further consideration.
 - A show of hands by members was unanimous to proceed with the Roads plan as presented by Tim Loudon and Bill Kilmer
- The Roads Committee will then be tasked with submitting its written recommendations to the Board, based on a timeline to be established by the Board at its next meeting.
- Washington County Roads Department has agreed to replace the faded green street signs in our development as time permits.

Field Maintenance and Snow Removal

Fertilizing/Spraying: The homeowner is responsible for their own lot. The HOA will maintain the common areas.

Mowing of common areas: Entrances and trail. Presently this has been managed by Bill Kilmer with assistance from Kyle Newsome and Joe Vaughn.

Snow removal – President, Mike Beister stated that Smither's has been contracted for snow removal again. Snow removal will occur as follows: Overnight snow – snow will be removed by 6:00 a.m., should snow continue, a clean-up removal will occur later that same day. Ice – salt is not used unless conditions are severe, which occurred this last winter.

Upcoming Calendar Events

- Annual Dues are due January 31, 2019
- Road Assessment Dues are due July 31, 2019
- Spring Clean-up – TBD
- HOA Community Social Events – TBD by Committee – Check-out the Event Calendar on our website

NOTE: Visit our website to stay informed on what is going on in our wonderful community and better yet, volunteer and be a part in making our community the best it can be.

Meeting was adjourned.

A community magnet was handed out to those in attendance. If you would like yours, one per lot, please contact Teresa Beebe, tabeebe16@gmail.com to setup a time to pick up yours.

