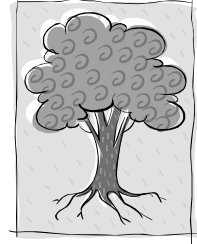


# Cottonwood West HOA Board Meeting



**Date:** February 28, 2006  
**Meeting Site:** 5700 Youngfield

Office	Name	Present	Initial
President	Kathleen Tipton	X	
Vice President	Keith Motyl	X	
Secretary	Margaret Abramshe	X	
Treasurer	Don & Virlie Walker	X	
Special Assistant	Diane Jones	X	
Special Assistant	Elias Nunez	X	
Special Assistant	Arnold Farley		

## Agenda Items:

### Old Business:

Minutes: Will respond with hard copy next meeting.

Treasurers Report: 27 homes paid. (See attached) Balance 6693.07 – checking, CD \$2300 kept. Stansbury paid 50%, will contact for full fee.

### New Business:

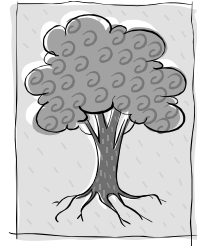
Professional Service for HOA - \$250 per month, \$3000 per year. Company name J. Banks and Associates, LLC. Invite to March meeting.

April Meeting - Roger Maynard architect has responded positively to work with updating the look of the neighborhood. Will ask him to attend March meeting and possibly present in April. Possibly present in April 13th. Hard copy for treasurer for annual meeting. Virlie will arrange for post cards to be sent for April meeting. The cards can be mailed on the 6th of April. Will have phone lists for annual meeting.

**Meeting End Time: 8:24**

**Next Meeting date: March 14<sup>th</sup>.**

# Cottonwood West HOA Board Meeting



**Date:** *March 14, 2006*  
**Meeting Site:** *12769 W 57th Place*

Office	Name	Present	Initial
President	Kathleen Tipton	X	
Vice President	Keith Motyl	X	
Secretary	Margaret Abramshe	X	
Treasurer	Don & Virlie Walker	X	
Special Assistant	Diane Jones	X	
Special Assistant	Elias Nunez	X	
Special Assistant	Arnold Farley	X	
	Roger Maynard	X	

## Agenda Items:

Old Business:  
 Minutes approved. Sent via email.

Management Company Presentation: New Company addressing needs of small associations, self managed, serving West side of Jeffco. Serves as a third layer to keep neighborhoods cohesive. Some services, dues, collection, SB100/SB89 training, training as homeowners (required by law), and newsletters, single trash collection, insurance, legal protection from litigation. . Community Association Institute trained. Prepare written piece to help inform neighborhood. Work for the board, at the board's direction. Educate realtors and new neighbors. 2 years is the timeline for enforcement.  
 Attached: copies from J Banks Property Associates.

New Business: Updated neighborhood/Siding

Roger Maynard. Concern over decrease from highway studies and office building on corner of Ward and 58<sup>th</sup>. Dated home style (cedar) decreases values more. Houses West will take away the view at fence line. Mixed materials, stone, stucco and easily maintained. Fencing scheme from new neighborhood and along 58<sup>th</sup> should be a priority. We need to try to reconnect with Gary. Encourage paving stone in driveways. New garage doors. Consider fencing.

Approve invite to Annual Meeting at 5675 Youngfield. Added presentation highlight.

Scott: Presentation on siding. Made of fiber cement. Wood peckers don't like it. Fire resistant. Replace siding with this product. Does not contract or expand. 12 colors. The paint lasts 15 years. The cost can equal painting. Product can be stained. A layer of insulation to increase R-Value along with a vapor barrier. 10% discount on insurance premiums. Addresses and pictures available. Bidding based on a square. A square is a 100 square feet. \$800 to \$1000 per square. Cost is \$18,000 to \$20,000. Increase home value recoups cost in 1 year. Invited Scott present at annual meeting. 50 years on material.

**Meeting End Time:**

**Next Meeting date: Annual Meeting April 15, 2006**

Annual Meeting Notes:

April 13, 2006

Opened at 7:00 pm

Welcome from the board President to HOA members.

Treasurer Report:

Beginning Balance January 2005	\$15,678.80
Income:	\$5160
Interest Income	\$239.28
Total Income	\$5,640.28
Expenses	
Lot Maintenance	\$330.25
Trash Service	\$5220.00
Insurance	\$996.00
Social	\$11.18
Office/misc.	\$561.06
Expenses Total	\$7118.49
Ending Balance	\$13,957.59

It was pointed out after the presentation that expenses are larger than income. An increase in dues will be needed to continue to fund trash service .

Review of top projects HOA members can to keep their properties value: Colored Stain (earth tones from browns, stone, moss, etc..) High Quality siding for damages woods, fencing, replace concrete, New garage doors.

Presentation made by James Hardie Siding vendor. Homeowners were presented with samples and color choices. This siding was approved in a natural wood stain.

Discussion item: Raising Dues.

Ideas presented included hiring a service to send out newsletters, review neighborhood for covenant violations, keep trash service, have web sites, vendors lists, etc..

Many HOA members voiced their options both for and against hiring an outside service. Member<sup>s</sup> seemed positive about continued trash service and committed to keeping up our much loved neighborhood.

A call was made for volunteers to sign up for the board.

Meeting closed at 8:45

**Cottonwood West Homeowners Association**  
**P.O. Box 840 • Arvada • Colorado • 80001**  
**Regular Monthly Board Meeting**

Minutes: May 9, 2006  
Meeting at 12558 W 56<sup>th</sup> Place

Member Present:

Kathy Tipton, Keith Motyl, Margaret Abramshe, Virlie Walker, Diane Jones, Arnold Farley

Item: Officers Elected:

Virlie Walker: President

Keith Motyl : Vice President

Arnold Farley: Treasurer

Margaret Abramshe Secretary

Special Projects: Kathy Tipton, Diane Jones

Item: Anticipated Annual Expenses:

\$9,316. (see attached) Shortfall of \$2,956.

Item: Raise Annual Fees:

Kathy Tipton will spearhead this project. Goal is to raise fees in excess of \$125, vote in fall and new assessment in early spring. Increase will require 2/3 vote from our membership.

Item: Garage Sale

Date set for June 24<sup>th</sup>. Posted in major newspaper and sign to go up prior to event.

Item: Special projects for upcoming year.

Reorganize and consolidate files will be managed by secretary. Newsletter - potential project for neighborhood volunteer. Paint or redo sign. Arrange for annual meeting at other location which will hold more people. Potential sites include church or Hindman Sanchez offices.

Item: Review of ACC violations.

Neighborhood divided into 6 zones. (ATTACHED) Each zone assigned to board member present. See attached map and chart below. Will review at board meetings. Letter of violation will be changed from individual member named to signed as board. Response to violation should be made to board in writing.

Item: Compliance with SB 100.

Board will work on 7 Required Policies and Procedures and present at future board meetings. (see attached from Hindman Sanchez web site)

Meeting adjourned: 8:50

Next Meeting: June 13, 2006 / 12558 W 56<sup>th</sup> Place

	<b>Zone</b>	<b>House #</b>	<b>Street</b>		<b>Zone</b>	<b>House #</b>
<i>Margaret</i>	1	12686	57th Place	<i>Diane</i>	4	12751
<i>Margaret</i>	1	12706	57th Place	<i>Diane</i>	4	5630
<i>Margaret</i>	1	12746	57th Place	<i>Diane</i>	4	5650
<i>Margaret</i>	1	12757	57th Drive	<i>Diane</i>	4	5670
<i>Margaret</i>	1	12727	57th Drive	<i>Diane</i>	4	5680
<i>Margaret</i>	1	12707	57th Drive	<i>Diane</i>	4	5700
<i>Margaret</i>	1	5790	Xenon Court	<i>Diane</i>	4	5730
<i>Margaret</i>	1	5750	Xenon Court	<i>Diane</i>	4	12756
<i>Margaret</i>	1	5730	Xenon Court	<i>Diane</i>	4	5747
<i>Margaret</i>	1	5710	Xenon Court	<i>Diane</i>	4	5717
<i>Keith</i>	2	12656	57th Place	<i>Virlie</i>	5	12788
<i>Keith</i>	2	12669	57th Place	<i>Virlie</i>	5	12748
<i>Keith</i>	2	12699	57th Place	<i>Virlie</i>	5	12708
<i>Keith</i>	2	12739	57th Place	<i>Virlie</i>	5	12698
<i>Keith</i>	2	12759	57th Place	<i>Virlie</i>	5	12668
<i>Keith</i>	2	12769	57th Place	<i>Virlie</i>	5	12638
<i>Keith</i>	2	12656	57th Place	<i>Virlie</i>	5	12598
<i>Keith</i>	2	5795	57th Place	<i>Virlie</i>	5	12578
<i>Keith</i>	2	5775	Youngfield Street	<i>Virlie</i>	5	12568
<i>Keith</i>	2	5765	Youngfield Street	<i>Virlie</i>	5	12558
<i>Arnold</i>	3	5735	Youngfield Street	<i>Kathy</i>	6	5697
<i>Arnold</i>	3	5725	Youngfield Street	<i>Kathy</i>	6	5677
<i>Arnold</i>	3	5705	Youngfield Street	<i>Kathy</i>	6	5690
<i>Arnold</i>	3	5695	Youngfield Street	<i>Kathy</i>	6	5670
<i>Arnold</i>	3	5675	Youngfield Street	<i>Kathy</i>	6	12561
<i>Arnold</i>	3	5665	Youngfield Street	<i>Kathy</i>	6	12581
<i>Arnold</i>	3	5645	Youngfield Street	<i>Kathy</i>	6	12591
<i>Arnold</i>	3	5625	Youngfield Street	<i>Kathy</i>	6	12641
<i>Arnold</i>	3	5605	Youngfield Street	<i>Kathy</i>	6	12671
<i>Arnold</i>	3	12808	56th Place	<i>Kathy</i>	6	12701

**Cottonwood West Homeowners Association  
P.O. Box 840 • Arvada • Colorado • 80001  
Regular Monthly Board Meeting**

**Date:** *June 13, 2006*  
**Meeting Site:** *12558 W 56th Place*

<b>Office</b>	<b>Name</b>	<b>Present</b>	<b>Initial</b>
President	Virlie Walker	X	
Vice President	Keith Motyl	X	
Secretary	Margaret Abramshe		
Treasurer	Arnold Farley	X	
Special Assistant	Kathleen Tipton	X	
Special Assistant	Marshall & Kay Masek	X	
Special Assistant	Don Walker	X	

**AGENDA**

REPORTS:

- (1) May 2006 HOA Board Minutes reviewed and approved.
- (2) Treasurer Report (Farley)
  - Several annual dues payments outstanding (calls and 3rd notice)
  - Setting up for online banking to simplify pmts
  - Quarterly pmt issued for community trash service
  - Checking acct bal = \$7034

OLD BUSINESS:

- (3) SB100 (New Colorado HOA Law) Procedures and policies
  - Approved motion to change HOA legal services provider to HindmanSanchez
  - Drafts of 5 policies in hand; crosswalk changes imposed by (new) SB089
  - Prep of draft final referred to committee: Walker and Motyl
- (4) Garage Sale
  - Planned for June 24 (SAT)
  - Newspaper ad; flyer to be distributed by hand; yellow sign at HOA entrance
  - Sign display along Ward Road?

- (5) Initiative to increase annual dues (Tipton)
- Informal review of draft letter: increase to \$150 to cover trash service, to meet normal business expenses, and complete infrastructure maintenance
  - Refer to committee (Tipton & Masek) to draft flyer for distribution by block captains

NEW BUSINESS:

- (6) Newsletter (Walker/Alishio)
- Topics: dog patrol (poop) and barking, unlicensed vehicles (go-carts), and Covenant requirement to maintain individual properties (consistent with changes imposed by SB100 and SB089)
  - Paid advertising to help defray costs of newsletter? Perhaps \$25 per issue?
  - Walker to email Spec. Assist. Alishio requesting drafting of newsletter
  - Sp. Assist. Corey to copy and distribute newsletter
- (7) Additional Items
- Motion to complete and email draft meeting minutes within 2 weeks following meeting is approved
  - Condition of HOA fences: motion/discussion of informal review and “grading” of community fences. In spirit of HOA covenants (Sect. 9(f)), “...structures and grounds of each lot shall be maintained in a neat and attractive manner.” Step 1 Action: Provide reminder article for newsletter.
- (8) ACTION ITEMS (responsibility)
- Issue meeting minutes (Motyl)
  - Collaboration to generate final draft policies/procedures (Walker, Motyl)
  - Garage Sale signage and advertising (Tipton)
  - Draft letter for annual dues increase (Tipton, Masek)
  - Reminder article on “maintaining structures and grounds” for newsletter (??)
  - Forward e-mail request to draft newsletter to Alishio (Walker)
  - Corey to copy and distribute newsletter (??)

**Meeting End Time: 2030 MDT**

**Next Meeting date: 1900 MDT / July 11, 2006 / 5675 Youngfield St (Tipton)**



**Cottonwood West Homeowners Association**  
**P.O. Box 840 • Arvada • Colorado • 80001**  
**Regular Monthly Board Meeting**

**Date:** July 11, 2006  
**Meeting Site:** 12558 W 56th Place

Office	Name	Present	Initial
President	Virlie Walker	x	
Vice President	Keith Motyl	x	
Secretary	Margaret Abramshe		
Treasurer	Arnold Farley	x	
Special Assistant	Kathleen Tipton	x	
Special Assistant	Marshall & Kay Masek		
Special Assistant	Don Walker		

- (1) June 2006 HOA Board Minutes reviewed and approved.
- (2) Treasurer Report (Farley)
  - 2.5 payments due
  - Current Balance in checking account reported.

**OLD BUSINESS:**

- (3) SB100 (New Colorado HOA Law) Procedures and policies
  - Assign committee – review documents for Standard Operating Procedure - Keith
  - Draft letter to propose increase due - Kathy

**NEW BUSINESS:**

- (6) Newsletter (Walker/Alishio)
  - Review Draft see attached
- (7) Additional Items
  - Meet in August at Walker's
- (8) ACTION ITEMS (responsibility)
  - Keith Web Update

**Meeting End Time: 2030 MDT**  
**Next Meeting date: 7:15 August 8, 2006**

**Cottonwood West Homeowners Association**  
**P.O. Box 840 • Arvada • Colorado • 80001**  
**Regular Monthly Board Meeting**

**Date:** August 8, 2006  
**Meeting Site:** 12558 W 56th Place

Office	Name	Present	Initial
President	Virlie Walker	x	
Vice President	Keith Motyl	x	
Secretary	Margaret Abramshe		
Treasurer	Arnold Farley	x	
Special Assistant	Kathleen Tipton	x	
Special Assistant	Marshall & Kay Masek		
Special Assistant	Don Walker		

- (1) July 2006 HOA Board Minutes reviewed and approved.
- (2) Treasurer Report (Farley)  
 HOA paid in full!  
 Current Balance in checking account reported \$7350  
 Need decision on ½ payment option.  
 Will need new proposal from Pac Man Trash Service

**OLD BUSINESS:**

- (3) SB100 (New Colorado HOA Law) Procedures and policies  
 Documents for Standard Operating Procedure - Approved

**NEW BUSINESS:**

- (4) Revised Draft Letter to clarify expenses - Approved
- (5) Discussion Item - Talking points for increase  
 Trash service – great value  
 5% increase allowed not used for years  
 Legislation has new demands  
 HOA’s protect property values  
 Projects: sign, lights, landscape  
 Compared to surrounding communities; low cost
- (6) Ballot design and process  
 Post card, deliver door to door, members can vote at door drop in envelope, self addressed stamped envelope, due date of 9/23, and number ballots to track collection
- (7) HOA member Mr. Masek presented survey in spreadsheet form reviewing the condition of fencing in the community. HOA homes were placed in on or four categories: Excellent Good Fair Poor. The board discussed how we could apply this process to other areas of concern and how to distribute information to members.
- (8) News Letter Tabled

**Meeting End Time: 2045 MDT**

**Next Meeting date: 7:15 September 12, 2006**

**Cottonwood West Homeowners Association  
P.O. Box 840 • Arvada • Colorado • 80001  
Regular Monthly Board Meeting**

**Date:** *September 12, 2006*  
**Meeting Site:** *12558 W 56th Place*

Office	Name	Present	Initial
President	Virlie Walker	x	
Vice President	Keith Motyl	x	
Secretary	Margaret Abramshe	X	
Treasurer	Arnold Farley		
Special Assistant	Kathleen Tipton	x	
Special Assistant	Marshall & Kay Masek		
Special Assistant	Don Walker	x	
Special Assistant	Diane Jones		

**AGENDA**

REPORTS:

- (1) August 2006 HOA Board Minutes reviewed and approved.
- (2) Treasurer Report Tabled

NEW BUSINESS:

- (3) Status of Votes as of today  
Yes -36 No – 2  
Split up Block 3  
Youngfield :  
5735, 5725 - Margaret  
5705, 5665, 5695, 5645 - Kathy  
Call Jones- Virlie
- (4) Newsletter Topics –  
WOW houses, pick 5 - Landscape, Paint (Margaret)  
Number for Jefferson Animal Control  
Cars and Vehicle Problems: Jeffco Number  
Restate covenant restrictions.  
Thanks for votes  
Packman Features (Margaret to call 303-288-5279)  
Contact Advertisers
- (5) ACC forms: 5675 Youngfield Approve landscape

**Meeting End Time: 2045 MDT**  
**Next Meeting date: 7:15 September 27, 2006**  
**5675 Youngfield**

**Cottonwood West Homeowners Association**  
**P.O. Box 840 • Arvada • Colorado • 80001**  
**Regular Monthly Board Meeting**

**Date:**            **October 17, 2006**  
**Meeting Site:** 5675 Youngfield Street

<b>Office</b>	<b>Name</b>	<b>Present</b>	<b>Initial</b>
President	Virlie Walker	x	
Vice President	Keith Motyl		
Secretary	Margaret Abramshe		
Treasurer	Arnold Farley	x	
Special Assistant	Kathleen Tipton	x	

- (1) September Minutes were not available.
- (2) Treasurer Report (Farley)  
No change in balances from September

OLD BUSINESS:

- (3) Need for update for Policies and Procedures discussed based on training at Hindman-Sanchez Law Firm attended by Virlie Walker and Arnold Farley (Documents will be sent to all Board Members for review)
- (4) Website Updates – Check current status of website and get updates posted.  
Look for new Webmaster.

NEW BUSINESS:

- (5) Draft Winter Newsletter for December publication – Send topics to Virlie
- (6) Need for new streetlights – assigned to Reyna Alishio for research.
- (7) What is status of vans up on the corner by Chit Chat Bistro?

**ACTION ITEMS:**

- 1) Update “Collection Procedures” for website with new assessment fee. (Done)**  
**Check site for “Guidelines.” (Not There)**
- 2) Get Quote from new webmaster. (Done)**
- 3) Order Welcome Gifts for new neighbors. (Done)**
- 4) Send announcements for free training at Hindman-Sanchez for board members.**
- 5) Get info on Recording the Guidelines with the State/County.**
- 6)**

**Meeting End Time: 8:00 MDT**

**Next Meeting date: November 8, 2006      12558 W 56<sup>th</sup> Place**

## Cottonwood West HOA Board Minutes

**Date:** November 8, 2006

**Meeting Site:** 12558 W 56th Place

Office	Name	Present	Initial
President	Virlie Walker	x	
Vice President	Keith Motyl	x	(Pam)
Secretary	Margaret Abramshe		
Treasurer	Arnold Farley	X	
Special Assistant	Kathleen Tipton		
Special Assistant	Marshall & Kay Masek		
Special Assistant	Don Walker		
Special Assistant	Diane Jones		
Special Assistant	Tom Williams	X	

## AGENDA

### REPORTS:

(1) October 17, 2006 HOA Board Minutes reviewed. Members will be asked to review on line and approve via e-mail as soon as possible so they may be posted on the website.

(2) Treasurer Report: - Arnold Farley reported balances for checking and CD's were \$6188 and \$8854 respectively. The Board approved expenditures for the annual liability insurance at \$1,000, and for new neighbor gifts for \$45.

### OLD BUSINESS:

3) Update Policies & Procedures for Collection Procedures and Guidelines

The Board agreed on accepting the Draft for Collections Procedures as offered by Arnold Farley. Changes were new deadline dates for payments to allow adequate time between due date and late fee dates. They will be circulated for signatures by Board Members so they can be posted on the website.

4) Website Update: Tabled due to absence of Board Members most knowledgeable about the issue.

5) Violations: Complaints have been made regarding the trailer parked on Youngfield. A Board member will visit the homeowner to advise them of the complaints and ask that they move the trailer. The Board agreed to this approach rather than a violation letter.

6) Welcome gifts and binders for new residents (Done – to be delivered this weekend.)

### NEW BUSINESS:

7) Winter issue of newsletter: Will include reminder about new assessment fees, due dates and reminders to check website for information. Other topics include driving speeds in the neighborhood. Additional topics will be added before publication in December.

8) Discuss future Hindman Sanchez Training: Schedule will be sent to Board members.

9) New Streetlights: Tabled – Board member absent

10) December meeting? Board agreed to meet in January.

Additional discussion centered on need to update covenants – members will begin that task in January to be completed in 2007.

Board member will check with the Post Office to place a Blue Mailbox at the corner near the new office building to secure outgoing mail.

Board member will create distribution list of all homeowners by e-mail. Due in January.

A question about access to the new Kunz development was answered with info that the closed access will remain in place until all the home construction is completed in that development. Member will contact Jefferson County regarding a sign that indicates limited access, and/or no park access from that street.

Members discussed length of terms of officers on the HOA Board. Two year terms were suggested rather than three. Those changes will be discussed at future meetings.

Meeting end time: 8:00 p.m.

Next meeting date: January 9, 2007

## Cottonwood West HOA Board Minutes

**Date: December 12, 2006**

**Meeting Site: Chit Chat Bistro**

Office	Name	Present	Initial
President	Virlie Walker	x	
Vice President	Keith Motyl	x	
Secretary	Margaret Abramshe	X	
Treasurer	Arnold Farley	X	
Special Assistant	Kathleen Tipton		
Special Assistant	Marshall & Kay Masek		
Special Assistant	Don Walker		
Special Assistant	Diane Jones	X	
Special Assistant	Tom Williams		

### AGENDA

#### REPORTS:

(1) November 8, 2006 HOA Board Minutes reviewed and approved. Members will be asked to review and approve via e-mail board minutes and other documents pertaining to the HOA as soon as possible so they may be posted on the website.

(2) Treasurer Report: - Arnold Farley reported balances for checking and CD's were checking balance was: \$ 5,047, Time deposits were: \$ 6,411 and \$ 2,443 respectively. The Board approved expenditures for the Holiday decorations with awards of \$100, \$50 and \$25. Arnold Farley will pick up Gift Certificates from Safeway to award to winners. Board Member's to e-mail Diane Jones with the list of the winner's in order of preference. Suggestions were to pick one classical, one children's theme and one unique lighting for the holidays. Additional the Board has agreed to renew the contract with Pakman for the Trash collection based on the company having the lowest bid out of the three major companies in the area.

#### OLD BUSINESS:

##### 3) Update Policies & Procedures for Collection Procedures and Guidelines

The Board agreed on accepting the Draft for Collections Procedures as offered by Arnold Farley. Changes were new deadline dates for payments to allow adequate time between due date and late fee dates. They will be circulated for signatures by Board Members so they can be posted on the website. To be added to the Newsletter the new collection policy and Pakman renewal.

4) Website Update: Website to be maintained and updated by Keith Moytl. At least two Board members must approve documents to be submitted to the Website prior to posting via E-mail response. Arnold Farley to make corrections to draft of by-laws prior to Keith

putting on the Website.

5) Violations: Complaints have been made regarding the trailer parked on Youngfield. The Board will mail a violation letter to the homeowner to advise them of the complaints and ask that they move the trailer. Board will give 60 days to comply.

NEW BUSINESS:

- 7) Winter issue of newsletter: Will include reminder about new assessment fees, due dates and reminders to check website for information. Other topics include driving speeds in the neighborhood. Additional topics will be added before publication in December. Arnold Farley to add collection information and Pakman renewal to upcoming newsletter.
- 8) Arnold Farley to look into how much it would cost to use a room at the Arvada Library for the Annual meeting. Margaret Abramshe will contact the Catholic Church to see if they would allow us to hold our meeting in one of there rooms and the cost.
- 9) Board agreed to meet in January 9, 2007 at 6:45 at the Chit Chat Bistro. Board approved funds for snacks for the meeting at approximately \$15 to \$20.

Additional discussion centered on need to update covenants and shortening the Term of Board Member's to two years.– to be addressed at the annual Homeowner's meeting 2007..

Board member will check with the Post Office to place a Blue Mailbox at the corner near the new office building to secure outgoing mail. Appears this my not be feasible at this time but Arnold Farley will do further review.

Board member will create distribution list of all homeowners by e-mail. Due in January.

A question about access to the new Kunz development was answered with info that the closed access will remain in place until all the home construction is completed in that development. Member will contact Jefferson County regarding a sign that indicates limited access, and/or no park access from that street.

Meeting end time: 8:00 p.m.

Next meeting date: January 9, 2007 6:45



**Cottonwood West HOA Board Meeting**  
**January 26, 2005**

The Meeting was held at the home of Diane Jones. All Board members were in attendance. The meeting was called to order at 7:10 p.m.

We had a guest from the Jefferson County Sheriffs Department, who filled us in on the activity within the surrounding neighborhoods. In short, all is well. The Deputy stated he will join us at our annual Home Owners meeting on April 12, 2005. He will bring along another member of the Department and discuss the "Neighborhood Watch Program". He will also promote a program called "National Night Out" which is conducted on August 2, 2005. The program is part of a national law enforcement effort to get all involved to join "America's Night Out Against Crime". They would like the Neighborhood homes to leave the porch lights on all night.

**Fence:**

The board was provided clarification from the HOA's attorney concerning an issue of concern relating to a homes privacy Fence. Per the attorney anything parked behind a fence needed to be hidden from the view by the fence. The attorney further stated that the board has full authority to act on this issue to ward off a violation of the covenant.

**Web Site:**

Each Board member was provided tasks to be completed by February 10, 2005, in our attempt to move forward and complete the web site development.

The next board meeting was set for February 10, 2005 at 7:00 p.m. The meeting will be held at the home of Mr. and Mrs. Ted Kramer additionally the board will conduct a meeting on February 24, 2005 at the home of Virlie Walker and on March 10, 2005 at the home of Kathy Tipton.

The meeting concluded at 9:20 p.m.

## Special Meeting of the Cottonwood Board

February 10, 2005

The meeting was held at the home of Ted Kramer. Board members in attendance: Ted Kramer, Diane Jones. Board members absent from meeting: Kathy Tipton, Deb Carney, Virlie Walker. Non-Board homeowners in attendance: Doug Jones, Don Walker.

The meeting was called to order by Ted Kramer.

Ted Kramer walked through the development of the web site and demonstrated via his computer what information has been assembled. The web site will be accessible by going to [www.cottonwoodwest.org](http://www.cottonwoodwest.org).

There was more information needed for the web site. Diane Jones agreed to provide a complete list of the Home Owners in the Neighborhood and Ted Kramer agreed to compile a list of phone numbers for Emergency and Non-Emergency services relating to the neighborhood.

Duties not yet performed by Board Members delegated and accepted at the January 26, 2004 meeting.

Kathy Tipton – Personal Bio

Deb Carney – Personal Bio and Neighborhood Overview Statement

Virlie Walker – All Quarterly Financial Statements for the HOA

Per Don Walker, Virlie is looking into information on a Management service for the Home Owners Association. This is the beginning of a possible option for the Board to maintain an outside party to monitor the neighborhood for compliance issues concerning the covenants.

Spring Cleaning – A discussion concerning getting the Garbage Service to conduct a special service to pick up our spring cleaning debris of which would be outside of normal service.

We also had a brief discussion concerning a possible golf outing and neighborhood get together at the Westwood Gold Course this summer. This is in the initial stage and information will be assembled.

Don Walker raised a question concerning placing advertisements within the HOA web site. It was accepted that a future study would be made concerning this issue.

Diane Jones moved to conclude the meeting.

The Special meeting of the board was adjourned at 8:05 p.m.

## Cottonwood West HOA

Board Meeting – 3/10/2005

The meeting took place at the home of Kathy Tipton. The meeting came to order at 7:30 p.m. All board members were in attendance with the exception of Diane Jones.

### Items of Interest:

- A. Flyers were to be made up by Ted Kramer to inform the Home Owners concerning the neighborhood Annual Board meeting and the newly developed Web Site.
- B. The Treasurer Report. Virlie Walker indicated that 50% of the Homeowners have paid their 2005 HOA dues. No other financial data was provided.
- C. The board agreed to have a banner and a sign made for the purpose of informing the neighborhood about the upcoming Annual Meeting.
- D. The Board Members discussed the formation of the proposed agenda for the “April 12<sup>th</sup> Annual Meeting”.
- E. The Board signed off on a covenant violation for 12568 W. 56<sup>th</sup> Place.
- F. The Board had a brief discussion concerning the neighborhood yard sale for June 18<sup>th</sup>, 2005.
- G. The next board meeting was set for March 22<sup>nd</sup> at the home of Ted Kramer.

## **Cottonwood West HOA Board Meeting**

**March 22<sup>nd</sup>, 2005**

The meeting was conducted at the home of Ted Kramer. The meeting was called to order at 7:10 pm. Members in attendance: Virlie Walker, Ted Kramer, Kathy Tipton and Diane Jones. Members absent: Deb Carney.

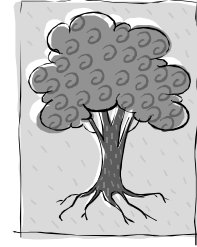
### Topics of Discussion:

- A. Annual Meeting Agenda
- B. Treasure Report: No monthly financial date was presented.
- C. Treasurer Reported that all homeowners have paid their HOA dues with the exception of 14 Homeowners.
- D. Post Cards reminders were drafted and mailed out to the 14 people

The Next meeting was set for April 6<sup>th</sup>, 2005

The meeting ended at 8:20 pm.

# Cottonwood West HOA Board Meeting



**Date:** April 12, 2005  
**Meeting Site:** 5700 Youngfield Street

Office	Name	Present	Initial
President	Kathleen A. Tipton	x	
Vice President	Keith Motyl	x	
Secretary	Margaret Abramshe	x	
Treasurer	Don & Virlie Walker	x	
Special Assistant	Diane C. Jones	x	
Special Assistant	Elias Nunez	x	
Special Assistant	Arnold Farley	x	
HOA Member	Debbie Carney	x	
HOA member	Thomas Williams	x	
HOA Member	Douglas Jones	x	

## Agenda Items:

Action item; Election of New Board Members: After a brief discussion the board members listed in the table above were elected. Diane Jones will work with the Web Site, Arnold Farley will work with a cement contractor on a bid for new driveways, and Elias Nunez will use his expertise as realtor to advise the board.

Concern; Over Charge of Property Tax: Keith Motyl made an in depth, well researched presentation explaining a concern of overcharges by the county in our community regarding property taxes. Elias Nunez added his analysis of property values to the information presented. The board agreed to distribute a letter to our member making them aware of this concern. The letter would be mailed ASAP to help HOA member file by the county deadline.

Proposal; New driveways: Mr. Arnold Farley had nicely made contact with a local contractor who would be able to provide much needed replacement of cracked driveways in our community. If we could get a pool of members willing to commit to replacing their driveways costs could be reduced and members could be assured of a quality job. A proposed cost (*if we could get a large enough group*) was 3.25 per square foot. This was compared to 4.50 per square foot, if a single job. It was agreed to pursue this project.

Issue; letter posted to Web site: Don Walker shared with the board a letter of resignation from a former board member. The letter, addressed to a single board member was posted to entire association on the Web Site. The problem was addressed by removing the letter from the Web site, establishing a single contact for posting to the web site, and pursuing an established procedure for communications.

**Attachments:**

Presentation Keith Motyl

Letter / Ted Kramer

**Meeting End Time:** 9:00

**Next Meeting date:** June 14, 2005

# Cottonwood West HOA Board Meeting



**Date:** June 14, 2005  
**Meeting Site:** 12746 W 57<sup>th</sup> Place

Office	Name	Present	Initial
President	Kathleen A. Tipton	x	
Vice President	Keith Motyl	x	
Secretary	Margaret Abramshe	x	
Treasurer	Virlie Walker	x	
Special Assistant	Diane C. Jones	x	
Special Assistant	Elias Nunez	x	
Special Assistant	Arnold Farley		

## Agenda Items:

Review and Approve Minutes: Minutes from the April 12<sup>th</sup> meeting were approved with a minor change requested by Virlie Walker. The request to delete a line from the last agenda item was accepted by the entire board.

Proposal to hold National Night Out: The board discussed hosting a Nationals Night Out with the Jeffco Sheriff department on August 2<sup>nd</sup>. The location was in front of 5790 Xenon Court. In addition to this event, the board suggested we include the concrete contractor to explain his offer and speak to homeowners. The project was taken on by Virlie Walker who will contact board member with a final proposal,

Action to get fees owed by Gary Craft: The uncollected HOA dues for the 4 town homes built by Gary Craft totaled \$1256.38 or \$444 per property. After discussion the board decided to contact our attorney, file liens on the properties to collect the debt. The liens would include the costs of filing and collecting this debt. The debt will be collected at the time these properties are sold.

Update on Web Site: Diane Jones reported that she is pursuing a cost for the Web hosting from the vendor. The board wished to get a formal contract for services with this vendor. It was decided to add \$120 to budget initially to cover potential fees. It was pointed out forms, HOA phone numbers and new member information, board members bio's should be considered for inclusion on the site. Diane will report back at the next meeting.

Report from Treasurer: Balance in our checking account was \$9,069.20. The CD's balance was 8443.59. Looking to the future expenses the board agreed discuss an increase the %5 allowable in the covenants in the next assessment, but also acknowledged that in order to retain trash service (contract expires 06), the association would have to approve a larger amount in HOA fees to cover future shortfalls. The treasure will report more fully on budget at the next meeting.

Accept Letter of Resignation from former secretary: Letter from Ted Kramer accepted.

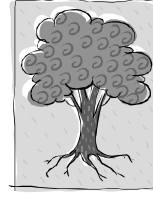
Action Item HOA sign: Sign in front will be cleaned up by Keith on Thursday evening. Board member offered to help with their families. In addition, Kathy will put up garage sale sign The sign will also need to be painted. This item was tabled for future meeting.

ACC Forms approval: Two request were made for changes. The landscape changes 12769 W 57<sup>th</sup> Place were approved. The new roofing request for 12638 W 56<sup>th</sup> Place was placed on hold until all board members could review the materials. The request will be processed within 30 days.

**Meeting End Time: 9:00**  
**Next Meeting date: August 9, 2005**



# Cottonwood West HOA Board Meeting



**Date:** August 9, 2005  
**Meeting Site:** 12558 W 56<sup>th</sup> Place  
**Agenda Items:**

Office	Name	Present	Initial
President	Kathleen A. Tipton	x	
Vice President	Keith Motyl	x	
Secretary	Margaret Abramshe	x	
Treasurer	Don & Virlie Walker	x	
Special Assistant	Diane C. Jones	x	
Special Assistant	Elias Nunez	x	
Special Assistant	Arnold Farley	x	

**Review/ Approval of past Meeting Minutes (June 14<sup>th</sup>)** Approved with minor change.  
 Eliminate offer of free painting of sign.

**Old Business:**

- Board approved (RE: *Gary Kraft*) lien will be placed on property. Funds will used from balance on account with attorney. Lien will include all costs by association.
- Budget (2006) discussion included need to add Web costs. A final budget will be filed next meeting when these costs can be established. (Budget attached)
- Entrance Sign – Board discussed the need to add rocks. A board member offered to add a small pine which he would water.
- Web master – Web master has resigned. No costs were billed. After discussion Keith Motyl offered to put together a web site and board supported posting site at a free host like “Geocities” or minimal payment of \$20 at “Yahoo”.
- Arnold Farley presented concrete bid information. The contractor US Gerber Corp. was his recommendation. (see attached). HOA members will be invited to contact Mr. Farley in the summer newsletter

**New Business**

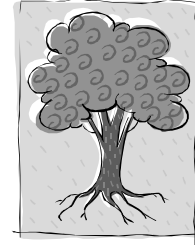
- Bid for trash service
- ACC form from the 5650 Youngfield: After Discussion request for siding and garage denied.
- ACC violations: 12757 57<sup>th</sup> place, bushes block sidewalk. 5725 Youngfield finish paint.
- New neighbors: 12706 57<sup>th</sup> Place. Welcome basket delivered.

**Meeting End Time: 9:05**

**Next Meeting date: 9/13/05**  
**5790 Xenon Court (Abramshe’s)**



# Cottonwood West HOA Board Meeting



**Date:** *September 13, 2005*  
**Meeting Site:** *5790 Xenon Court*

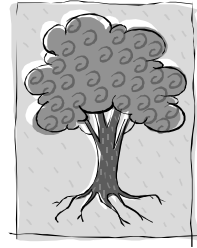
Office	Name	Present	Initial
President	Kathleen A. Tipton		
Vice President	Keith Motyl	x	
Secretary	Margaret Abramshe	x	
Treasurer	Don & Virlie Walker	x	
Special Assistant	Diane C. Jones	x	
Special Assistant	Elias Nunez	x	
Special Assistant	Arnold Farley		

## Agenda Items:

Review/ Approval of past Meeting Minutes August Minutes Approved
<p>Old Business:</p> <ul style="list-style-type: none"> <li>• Budget (2006) Add Web Cost of \$200 to move existing page. Approved</li> <li>• Web master – Keith Motyl will work with outside contractor David Rosenthal. Limited to budget of \$200</li> <li>• Closed street signs @ end of Youngfield – Thank you Diana</li> <li>• Marc Williams – liens on Gary Kraft’s duplexes – Item Tabled</li> </ul>
<p>New Business</p> <ul style="list-style-type: none"> <li>• Bid for trash service – Bids are welcome from other companies, however our contract is up next year.</li> <li>• ACC violations – Board members agree it would be a good practice to have two members present when going to meet a homeowner. A HOA member has a concern our vehicles and multiple roommates at 12706 57<sup>th</sup> Place. A board member will write the HOA member to acknowledge his concern. Elias Nunez will, given the opportunity reach out to the property owner about parking. Diane Jones will look into county restrictions on non family members in the same residence.</li> <li>• New Street sign misspelled (Youngsfield) – Margaret will contact county.</li> <li>• Sheriff : New contact Troy</li> </ul>
<p>Miscellaneous:</p> <ul style="list-style-type: none"> <li>• Virlie and Don Walker did approve painters request as an approved vendor.</li> <li>• Newsletter – Consider advertising, or vendors listed in future.</li> <li>• Concrete – 6 – 10 homeowners – Tabled</li> <li>• New subdivision- 3 houses ready to build</li> </ul>

**Meeting End Time:8:25**  
**Next Meeting date: October 11**

# Cottonwood West HOA Board Meeting



**Date:** *November 15, 2005*  
**Meeting Site:** 12769 57<sup>th</sup> Place

Office	Name	Present	Initial
President	Kathleen Tipton	X	
Vice President	Keith Motyl	X	
Secretary	Margaret Abramshe	X	
Treasurer	Don & Virlie Walker	X	
Special Assistant	Diane Jones		
Special Assistant	Elias Nunez		
Special Assistant	Arnold Farley	X	

## Agenda Items:

**Minutes Approved:** yes

**Treasury Report:** Balance 15,250 Expense 5,775 Savings 8,544 Checking 6,705

Mail invoices in January. An increase by 5% was approved. Explanation of increase will go out with billing. We will also include winter news letter.

### Old Business:

**Web Master:** spent \$196 cost per year \$96. No progress was made. No contract has been signed. We need this started January 1<sup>st</sup>. Margaret will send minutes to Keith for the web page.

**Marc Williams / Gary Craft tabled (need more information)**

### New Business:

**ACC –** Revisit Bennington's sample of siding. The siding company representative for James Hardy will attend a meeting and provide addresses for viewing. Board voted to ask for clarification regarding covenants (section 4) whether the board can approve new products.

**Winter Newsletter:** Add information about siding, trash increase, and issues to be discussed at annual homeowners meetings. Additional items snow removal, winterize, safety,... Give us your email.

**Meeting End Time:** 8:30

**Next Meeting date:** January 10<sup>th</sup>, 2006 – 5790 Xenon Court.

## COTTONWOOD WEST BOARD MEETING

7:09pm – Meeting Begins

Next Meeting: June 24th

8:27pm – Meeting Ends

## Topics:

- 1) Door to Door campaign to get total votes on 4 duplexes out of our association. Keep working on it.
- 2) Giant Garage Sale – 60+ homes – 6/5/04. Deb Carney has the banner. 9-1:00pm. Get People with trucks to pick up the left over donations. At end of the sale, the trucks will pick up extra stuff and take it to ARC (Louie, Brian, Bob, Mike Roberts, and Ted). Let the town home people know that they can be part of the sale. Ted will help and call the boys. Let people know that we will pick up after 1:00, keep extra stuff out on the street.
- 3) Vick's yard – Don will talk to Vick, the board will send a letter and get a landscaper to place a bid for the work. We have authority to go ahead and pay the landscaper and bill Vick.
- 4) Welcome Package – We need a complete set of covenants in the package to provide to our new home owners.
- 5) Grass Seed – Buffalo Grass for the front lot and back corner lot – still in process, under advisement – Ask Sam.
- 6) The picnic – We have decided not to have it.
- 7) Landscape at the end of the street – The lady at Jefferson County will be contacted via e-mail.
- 8) Newsletter – Congratulations to the new baby.
- 9) Street Repair – Alpha Construction, put their phone # in the newsletter for questions.
- 10) Northwest corridor – A news letter was sent out by the Colorado Dept. of Transportation – Environmental Study, They are reviewing Ward Road as part of the 470 proposal.
- 11) Ted Kramer is nominated as secretary of the Board.

### **Cottonwood West Board Meeting**

The meeting was called to order 6/24/04 at 7:05pm at the home of Diane Jones. The board members in attendance were Diane Jones, Ted Kramer, Kathy Tipton, and Virlie Walker. Absent was Deb Carney.

The Topics of Conversations were as follows:

- 1) Virlie will contact Deb Carney about the four votes still needed to wrap up the process with the town homes.
- 2) Virlie will send Victor Guettlein a letter by 6/30/04 to instruct him to complete his landscaping plan that was originally submitted to the board in 05/02. The text of the letter will instruct him to finalize his work by 07/31/04.
- 3) The names of the people who recently moved into the neighborhood are:
  - a. Sharon Walker
  - b. Gary Ramsier
- 4) The Jefferson County department that oversees zoning enforcement will be contacting Mr. Gary Kraft to repair his existing landscaping and complete what has yet to be completed.
- 5) Jan Kray needs to be contacted with information to be placed in the newsletter.
- 6) Contact Jan Kray and let her know that the board has voted in favor of not having the homeowner's picnic due to the lack of participation in past years.
- 7) There will be no board meeting slated for 07/04. The next scheduled meeting of the board will be on 08/05/04 at the home of Deb Carney.
- 8) The meeting ended at 8:05pm.

## COTTONWOOD WEST HOA BOARD MEETING AUGUST 10, 2004

The meeting was held at the house of Board Member Mrs. Deb Carney.

Board members in attendance were as follows: Kathy Tipton, Deb Carney, Diane Jones, Ted Kramer, and Virlie Walker. All Board members were in attendance.

Non-Board members in attendance were Mr. Doug Jones and Mrs. Kathy Kramer.

Kathy Tipton called the meeting to order at 7:40pm.

- There was no meeting held for July 2004 so the board reviewed the topics of concern outlined in the June 24, 2004 meeting minutes.
- The board still needed three more YES votes to reach the needed number to take care of the Gary Kraft town home issue.
- The board agreed to meet at 7:30pm on August 17, 2004 to walk through the neighborhood and view each and every home in the neighborhood.
- Virlie Walker made a motion to adjourn the meeting and it was overwhelming approved by all Board members.

The meeting ended at 8:45pm.

SPECIAL MEETING OF THE COTTONWOOD WEST HOA  
AUGUST 17, 2004

Members met at the house of Ted Kramer at 7:30pm and walked through the neighborhood taking notes. After we completed our walk we conducted a meeting at the home of Virlie Walker.

Kathy Tipton would draft an open letter to all homeowners about our “walk about” the neighborhood and detail the focus of our emphasis will be shifted to our neighborhood from the last few years of neighborhood boundary emphasis. This letter and an additional letter to Vic would be completed and mailed out by September 1, 2004.

- The board agreed that there was overall home improvement needed throughout the neighborhood. A general form would be developed to send out to homeowners of which would detail the exact violation, the time needed to complete the violation, and the financial assessment for not addressing the violation in the time granted.
- The board would need to make a list of possible homeowner violations and determine the time element to allow the homeowner to repair and/or rectify the issue. The topic of how much to assess the different violations also needs to be established. In the next meeting we would also go over the list of houses that need to attend to violation issues.
- Virlie has agreed to provide treasurer reports to the monthly board meeting. The report will be an income and expense report for the previous month’s activities. The issue of raising the yearly due was discussed and figures of \$120.00 to \$160.00 were mentioned. The yearly dues of \$80.00 have not changed in a number of years.

The meeting concluded at 8:50pm. The next meeting will be at 7:15pm on September 14, 2004 at the home of Kathy Tipton.



**Cottonwood West HOA Board Meeting  
September 14, 2004**

The meeting was held at the home of board member Mrs. Kathy Tipton.

Board Members in attendance were as follows: Kathy Tipton, Diane Jones, Ted Kramer and Virlie Walker.  
Board Members absent: Deb Carney

The meeting was called to order by Kathy Tipton at 7:20 p.m. The meeting began with a presentation by Deputy Tim Beals of the Jefferson County Sheriffs Department. Deputy Beals is our neighborhood liaison with the department and will work directly with our neighborhood Board and will be more than happy to come back to any of our future board meetings.

Virlie Walker provided a Treasurer report. The HOA has \$4790.25 in the checking account. \$13,608.33 in savings. The only expenditure was quarterly payment of \$1,305 for the garbage service.

The board conducted discussion concerning the letters that would be sent out to homeowners relating the HOA violations, Kathy Tipton took on the responsibility to draft a letter to the neighborhood on 8/17/04. The letter was drafted and mailed out on September 13<sup>th</sup>. The additional form and letter to Victor Guettlein has not been completed as of today>

the topic of raising the dues 5% from \$80.00 TO \$84.00 a year was addressed. It was voted on by all board members in attendance and passed with 100% approval. The vote passed and the dues for next year will be \$84.00. It was also voted on and approved that homeowner dues will no longer be split out in two payments. The bill will go out next year with a due date for payment in full. The board also agreed to levy an additional assessment for those homeowners who choose not to make their payment when payment is due in full.

A discussion about setting up a neighborhood watch meeting was briefly touched on. A brief discussion about the development to our west was conducted. The Jefferson County Planner is open to our ideas and concerns.

Virlie and Don Walker representing the "Freedom for the Bobcat Society" were kind enough to bring pictures of their alleged Bobcat sighting in our neighborhood. Thou the pictured animal seemed smaller in weigh and size, it did demonstrate characteristics similar to a North American Bobcat. Future verification and studies are being conducted; we will keep everyone informed.

No meeting was set for October.

The meeting adjourned at 9:20 p.m.

## Cottonwood West Board Meeting

The meeting was called to order 10/27/04 at 7:30 p.m. at the home of Virlie Walker. The board members in attendance were Diane Jones, Kathy Tipton, Virlie Walker and Deb Carney. Absent Ted Kramer. Nonboard members in attendance Kathy Kramer, Doug Jones and Brian Tipton.

The topics of Conversation were as follows:

1. Virlie attended the Jefferson County meeting regarding the building process on the vacant property west of the subdivision. The county said that due to health and safety issues, there shall be a street that will run from that property through Cottonwood West, using 56<sup>th</sup> Place.
2. Diane will call Charlie and ask that a sign be posted stating that no construction vehicles should be permitted in Cottonwood West subdivision during the building process.
3. The Burke's want to park a very large RV next to their house. Mr. Burke felt that he was within the covenants (page 10 #15). The HOA reviewed the covenants and decided that the wording of that covenant was not clear. It was also felt by the HOA that by parking an RV next to his house, was not in the best interest of the neighborhood. Kathy will send a copy of the covenant to the attorney for clarification. The HOA will request an addendum to this covenant if necessary. Kathy will also send a letter to the Burke's stating the intentions of the board. They will be fined accordingly if appropriate.
4. Kathy sent a follow up letter to Vic Guettlein and the attorney regarding the unfinished landscaping works. There was no response from Vic. It was decided by the HOA that he shall be fined \$100.00 a month starting January 1, 2005. After 6 months there shall be a lien placed against his property. Kathy will send him another letter stating the intentions of the board.
5. Residents with unpaid dues are Vic Guettlein, Martin Edwards, and Yvonne Berry (1/2). They will be fined starting January 1, 2005. Amount not discussed.
6. Items for December newsletter:

Ted Kramer responsible for:

Raising dues to \$84.00

One payment of dues should be received by March 1, 2005

How 56<sup>th</sup> Place will be a through street to the new subdivision on the west.

Hope everyone likes the free trash service/part of dues increase.

There will be another neighborhood Christmas decorating contest. The prize will be ???

Thank you to everyone who has paid 2004 dues. List the addresses of the three residents who haven't.  
They are

Vic Guettlein 12701 W. 56<sup>th</sup> Place  
Martin Edwards 5705 Youngfield St.  
Yvonne Berry 5750 Xenon Ct.

Kathy Tipton Responsible for:  
Fine and lien process

The next board meeting will be held at the home of Ted Kramer on December 1, 2004 at 7:15 p.m.

The meeting ended 8:30 p.m.

## COTTONWOOD WEST BOARD MEETING

12/01/04

7:20pm- Meeting Begins

9:00pm- Meeting Ends

### Topics:

- All board members were in attendance with the exception of Verlie Walker. Also in attendance were Kathy Kramer, Doug Jones, Don Walker and Becky Nusbaum.
- Becky Nusbaum is a web site developer. Ted Kramer and Becky have been in discussion over the last two months relating to the development of a web site for Cottonwood West. Becky attended this meeting and made her proposal to the board after the conclusion of her proposal the board members took a vote and approved the development of the web site and selected Becky Nusbaum as the developer.
- The fee for the development work to be proved by Becky is \$450.00. The board also approved this fee.

### Additional Topics of Discussion:

- When will the homeowner attorney move forward with the non-compliance concerning Vicky & Diana Guetthein.
- Placing names of homeowners who have not paid their yearly dues in our next newsletter.
- The dues will be raised to \$84.00 in 2005. and will be set for a single payment program. The additional assessment for being late on your payment will be \$10.00 per day for each day late after the said due date.