

Cottonwood West HOA Meeting Notes:

Annual Meeting: 16th April, 2009 – Arvada Library 7:PM

Present:

23 members of the community (we have first names recorded, not last or address) including several board members.

Current board members coming into this annual meeting:

Margaret: Not present and submitted resignation (Accepted)
Arnold: Present
Bernie: Present
Chris C.: Not present and asked to be released from duties (Accepted)
Victor: Present (designated “at large” member)
Kathy: Present (designated “at large” member)
Chris R.: Present (designated “at large” member)

During the meeting several discussions were held concerning the future of the board, individuals present were asked their opinions, individuals were put forward and the resulting discussions, motions raised, seconded and accepted provided the Cottonwood West HOA with the following board members going forward:

President: Virlie Walker
Vice-President: Bernie Murray
Treasurer: Arnold Farley
Secretary: Chris Roberts
Special Assistant: Layne Mielke

The current governance of the HOA states five board members, this has been provided for, however as was noted there are several individuals who are considered “at large” and will be assisting where necessary. The terms of engagement is an initial three year period, however as has been stated and observed this is flexible (Arnold being re-elected to treasurer for extended term as one example)

The new board was tasked with taking the notes, points and comments noted below and formalizing 2-4 areas that can be addresses in the short/medium term.

It was also noted that for future meetings formal agenda should (and will) be made available beforehand.

Treasury Report:

Arnold provided the treasury report with the following notes:

1. We are in excellent financial condition.
2. Each year we are adding about \$1,000 to \$2,000 to our contingency reserve with the objective of having \$25,000 in reserve. Currently our reserve balance is about \$18,000.
3. Several members still owe 2009 dues, but we always have a handful that are unable to pay timely.
4. The 2008 financial results statement and the 2009 budget have been added to the Web site at:
<http://cottonwoodwesthoa.org/news1.php>

Covenants:

1. At this moment in time, until we have the covenants reviewed there is some concern over how enforceable the rules are, however we can both approach and work with individuals who appear to be in violation. To several individuals this provides more of a discussion and community feel than a traditional rules/HOA and appears preferable.
2. There is a plan to review the covenants over the coming months with a focus on prioritizing what is enforced. The general consensus with the individuals present is to focus on those aspects affecting “curb appeal” Obviously this is subjective and it is anticipated that there will be further discussions within both the board as well as the community on prioritization.
3. Future thoughts on the following were also raised:
 - a. Considerations of more modern materials for siding/roofing etc
 - b. Considerations for additional colour pallets.
 - c. An accessible list of what we already know to be acceptable/not acceptable.

Main entrance “common area”

There was discussion around the open lot at the main entrance to our community, this is apparently owned by an individual, however little has been done to improve or maintain the location beyond basic maintenance.

Ideas were put forward for improvements, however we need to assess if the owners would be willing/agreeable to our plans. (Bernie took it as an action item to establish contact) The ideas are as follows:

1. Common garden area
2. Common flower area with some type of seating/resting built in.
3. Pathway/walkway area with seating/play area.
4. Combination of some/all of the above.

Obviously it was noted that we have had residents drive over this open area in the past (notably in the snow) as well as the church opposite has used it to park vehicles on at times, both practices would have to cease and individuals and organizations recognize the changes in use of the lot.

Along with the common area there will be discussions among the board for providing roll on/off skips for garden waste during the year (spring/autumn)

General comments and notes:

1. The quarterly newsletter will be provided through electronic delivery, both E-Mail as well as posting on the web site (www.cottonwoodwesthoa.org)
2. The procedures for enforcement of the covenants is still a work in progress, the policy will be reviewed at the next board meeting. It was noted that both Chris C. and Keith have/had versions of the procedures, if they can be sent out to the board it would help.
3. One question that came up several times was one of community, and how do we get the group of homes back into feeling as if we are one. The picnic idea was raised and will be discussed at the next board meeting
4. There was notice given by Bernie that the recycle bins located across 58th in the Church car park will soon be removed. (We will aim to provide alternative location information)
5. Look to have a neighborhood cleanup day; this could be combined with some effort on the front lot/common area.
6. We will work to re-establish the relationship with the HOA that manages the Xenon Way homes for several reasons this would be an ideal thing to do, combining resources, sharing information were two things mentioned in the meeting.
7. Mention was made on identifying group needs within the community and leveraging buying power (the example being the concrete roofs from several years ago) this is something we will work towards.
8. On a final note it was mentioned that although everyone present introduced themselves, we are unaware as to the potential within our own community for business related contacts etc.

HOA BOARD MEETING MINUTES

May 15, 2009

6:00 to 7:30 p.m.

at the Chit Chat Bistro

MEMBERS PRESENT: Virlie Walker, Bernie Murray, Arnold Farley, Layne Mielke

MEMBERS ABSENT: Chris Roberts

REPORTS:

- 1) Minutes accepted from Annual Meeting, and posted on the website.
- 2) Current Treasurer's report is up to date and on file.

OLD BUSINESS:

- 1) Regular meeting times and place.
The board decided to meet once in June on the 10th, and once a quarter on the second Wednesday thereafter. Site to be determined.
- 2) Distribute copies of the Member Liability Insurance document.
This document has been distributed via e-mail prior to the meeting.
- 3) Based on the fact that we have no common areas to maintain, the Board agreed to continue to add to our contingency fund as annual assessments permit.
- 4) Arnold agreed to scan and distribute documents to Board members for study prior to the next meeting (June 10). At that time, the Board will review governing documents, and prepare suggestions for updates/revisions as necessary.
- 5) Bernie contacted Pete Rodriguez regarding the front lot. He is awaiting a response.
- 6) The Roll-Offs from Packman have been delivered.
- 7) The Board voted to have a garage sale followed by a neighborhood picnic on June 6th. We will find the big yellow sign to post in the front lot, and Bernie will post the info on Craig's List. Notice of the events will be e-mailed and hard copies will be distributed as well. The Association will pay for the meats, and attendees will be asked to bring side dishes and beverages. Virlie will provide the beer.
We agreed that all e-mails to the neighborhood will have HOA in the subject line to avoid being considered spam.
- 8) Bernie will try to find alternative sites for recycling after the bins at the church are removed.
- 9) Layne contacted the Townhome HOA president, and will share our info with them regarding the garage sale, and other shared events and concerns.

Items Tabled:

*Mention was made on identifying group needs within the community and leveraging buying power (the example being the concrete roofs from several years ago) this is something we will work towards.

*On a final note it was mentioned that although everyone present introduced themselves, we are unaware as to the potential within our own community for business related contacts etc.

New business

- 1) Get all the SB 100 and SB 89 required documents/policies completed and signed. We will all have to work on this project.

ADDITIONAL ACTION ITEMS:

- 1) Bernie will retrieve historical records from Margaret.
- 2) Arnold will get a Packman flyer to share with the Townhome HOA.
- 3) Arnold will post pictures of neighborhood activities on the website.
- 4) Layne will follow-up with the Townhome folks about the garage sale.
- 5) Each of us will review the documents from Hindman Sanchez (UNDERSTANDING YOUR ASSOCIATION'S GOVERNING DOCUMENTS, and TURNING BAD DOCUMENTS INTO GOOD DOCUMENTS.)
- 6) Arnold will check with Packman about recycling (add more items to permitted list), and perhaps picking up only twice a month.
- 7) Bernie will ask if we can meet at St. Joan of Arc on June.10th.

ADJOURNED 7:30 P.M.

Many thanks to Bernie for your generosity!!

For information about Packman services, please refer to the link below:

<http://cottonwoodwesthoa.org/governance/PackmanServices.pdf>

HOA BOARD MEETING MINUTES

June 10, 2009, 6:00 to 7:30 p.m.

Saint Joan of Arc Catholic Church

MEMBERS PRESENT: Virlie Walker, Don Walker, Bernie Murray, Arnold Farley, Layne Mielke, and Chris Roberts. In accordance with our Declaration, Chris Roberts was asked to recuse himself from all voting until his annual assessment and related fees are paid in full.

REPORTS:

- 1) Minutes accepted from May Meeting, and posted on the website.
- 2) Current Treasurer's report is up to date and on file.
- 3) Report on the dumpster project: Packman was payed \$700 for the first 2 dumpsters. We have not received the \$560 billing from Total Disposal for the second round of dumpsters.
- 4) Motion made by Bernie Murray and seconded by Layne Mielke that we renegotiate with Packman to include in our next contract a "Great Cottonwood Cleanup Day." On a specific day, the neighborhood could put out additional items not usually taken with trash pickup, similar to the Arvada Cleanup Days. The motion passed.

OLD BUSINESS:

- 1) Bernie Murray moved that we review the Draft Enforcement Policy and the sample letter for violations. Motion seconded and passed with three votes. We agreed to review and vote for acceptance via e-mail votes.
- 2) Bernie Murray stated that the owner of the front lot was not interested in making changes to the area. We will ask for a letter of intent from the owner stating that he agrees to the current use of the property.
- 3) Layne Mielke contacted the Townhome Association and reported that they are interested in our projects.
- 4) Layne Mielke made a motion, seconded by Chris Roberts, to clarify the communication procedures used for notices sent to homeowners from the Board. After further discussion, another motion was made and seconded that Chris Roberts propose a streamlined process for communications from the Board to the homeowners, and present it to the Board for review, discussion, and approval. Motion approved by all voting members.
- 5) Chris Roberts also stated that he had personally acquired the Internet address (URL) "cottonwoodwesthoa.com" which is quite similar to our official Internet address "cottonwoodwesthoa.org". He did not describe why or how he would be using his "cottonwoodwesthoa.com" address.

New business

- 1) Bernie Murray moved, seconded by Layne Mielke, to call face-to-face Board Meetings on as as-needed basis. Approved by all. Otherwise we will meet quarterly as agreed. Next meeting will be in the 3rd quarter, July 8, 2009.

ADJOURNED 7:40 P.M. **Note: Eleven homes participated in the June 13th Community Garage Sale.**

**Cottonwood West
Board of Directors Meeting Minutes
January 8, 2008
5790 Xenon Court**

In Attendance: Margaret Abramshe, Chris Campassi, Arnold Farley, Virlie Walker

- I. Minutes from 11/14/08 approved by all board members**
- II. Update on Website**
 - A. Website address is now: www.cottonwoodwestHOA.org**
 - B. Covenants have been updated on new website**
 - C. Five linked pages are working appropriately**
 - D. Margaret has run a test email to all board members from link on website**
 - i. An error occurred on the test; possibly due to comcast.net email address**
 - E. A test email will be sent out to all homeowners informing of new website and requesting updated email addresses.**
 - i. Arnold to send Chris current email addresses**
 - ii. If test email does not return numerous emails, board will consider using email to send bills and assessments.**
 - iii. If email is unsuccessful, JCMH clients will hand deliver Introduction to new Website letter as well as bills.**
 - F. Secretary will post minute on website**
 - i. All of current year's minutes will be available on home page**
 - ii. An archive page will be created and linked to home page for access to all past years' minutes**
 - G. List of documents**
 - i. Using checklist from Hindman-Sanchez, all legally required HOA documents will be posted on website**
- III. Treasurer Report**
 - A. Billing timeline**
 - i. Invoices are prepared for delivery**
 - ii. Will wait on email test to determine if email is appropriate; if not letter will be sent via snail mail**
 - iii. Barnacle Accounting – Arnold has requested feedback from accounting rep.; as of now has not received response (Arnold will follow up)**
- IV. Covenant Enforcement Procedures**
 - A. Board discussed proposed procedures**
 - i. Agreed to delineate different categories of violations as well as timelines for resolution**
 - a. Nuisance violations – Letter of notice; 30 days to resolve or request hearing; fined \$100 if not resolved.**
 - b. Maintenance violations –**
 - i. Send assessment/ survey**
 - ii. Request plan of action after 30 days**
 - iii. Send Formal Letter of Violation (after 60 days)**
 - iv. After 90 days, if hearing has not been requested or Plan of Action not submitted, homeowner has 180 days to resolve violation**
 - v. If not resolved, fine will be levied (amount of fine still undetermined).**
 - c. Covenants will be removed from procedure document**
 - d. Issue tabled for further discussion**

Responsibilities for next meeting:

Chris – Update website with minutes for January 8, 2008, meeting; revise enforcement procedures; test email to homeowners.

Arnold – Follow up with Barnacle; send email addresses to Chris

Cottonwood West HOA
Board of Directors Meeting Minutes
April 1, 2008

Present: Arnold Farley, Kathleen Tipton, Chris Campassi, Virlie Walker, Margaret Abramshe.

- I. Treasurers Report – Arnold presented budget proposal for 2008; Arnold estimates a \$593 surplus, based on this year’s use and surplus.
 - a. 48 of 60 homeowners have paid yearly assessments.
- II. ACC forms
 - a. 12707 W. 57th Pl – Request to alter landscaping (Approved)
 - b. 5605 Youngfield St – Request to alter siding (Approved)
- III. Request from HOA member too remove name from list – Homeowner has requested that his name and wife’s name be removed from ALL HOA documentation. Discussed right of HOA to list name of property owner, as documented in Jefferson County public records. Margaret agreed to communicate with homeowner the use of public records by the HOA; also discussed that we would honor the homeowner’s request with regard to any other listing.
- IV. Annual Meeting Agenda – April 15, 2008, at Olde Town Arvada Library 6:30pm.
 - a. Introductions
 - b. Maintaining a high quality residential community
 - c. Preserving our investments
 - d. Use of ACC form to request modifications to home and property
 - e. New Website (Chris)
 - i. ACC form - HOA board would like to streamline ACC form use, making ACC form easily accessible from website, as well as encouraging homeowners to use ACC form to communicate with HOA board plans for change, materials used, and timeline for changes being made.
 - ii. Covenants
 - iii. Board e-mail
 - f. Treasurer’s Report (Arnold)
 - g. Sheriff’s Report?? (Kathy)
- V. Letters to HOA members (Margaret)
 - a. 12746 W. 57th Pl – Request to move Red Jeep
 - b. 12641 W. 56th Pl – Request to move Truck
 - c. 5650 Youngfield – Request to move Trailer
 - d. 12598 W. 56th Pl – Request for ACC forms for roof repairs
- VI. Discussions for Future:
 - a. Newsletter
 - b. Streamlining ACC
 - c. Website and Webmaster
 - d. Covenant enforcement

- VII. Board duties:
- a. Margaret – Letters to Homeowners; response to homeowner requesting name removal; agenda for annual meeting; flyers for annual meeting.
 - b. Chris – Post budget proposal on Website; announcement of annual meeting on website (under news area); e-mail homeowners of annual meeting; post minutes from board meeting.
 - c. Kathy – Looking into Sheriff's report.

Cottonwood West HOA Board Minutes

Date: January 9, 2007
Meeting Site: Chit Chat Bistro

Office	Name	Present	Initial
President	Virlie Walker	x	
Vice President	Keith Motyl	x	
Secretary	Margaret Abramshe		
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) December 12, 2006 HOA Board Minutes reviewed and approved.**
- (2) Treasurer Report: - Arnold Farley reported balances for checking and CD's were checking balance was: \$ 6168.00, Time deposits were: \$ 6,411 and \$ 2,403 respectively. Two homeowner's dues already paid.**

OLD BUSINESS:

- 1) Holiday Decoration contest completed**
- 2) New Streetlights – Note from Reyna – she is working on it.**
- 3) List of all Homeowners by E-mail completed by Tom Williams – thank you**
- 4) Location for Annual Meeting in April**
New Arvada library has been chosen as the tentative site for the Annual Meeting must reserve 2 months in advance – Feb 17, 2007
Approved date for Annual Meeting Tuesday April 17, 2007.
Discussed need for Volunteers from the community for special projects.
Proxy votes for Homeowners not attending the Annual Meeting.
Budget for upcoming year to be approved prior to annual meeting.
- 5) Addition of finalized documents to the website several documents pertaining to New legislative rules have been reviewed and approved.**

NEW BUSINESS:

- 6) **March Newsletter: Will include reminder about new assessment fees, due dates and reminders to check website for information. Annual Meeting April 17th, 2007. Request three members to fill slots on the Board vacated in 4/07.**
- 7) **February HOA board meeting is on February 13, 2007 @ 6:45 to 8:00 at the Chit Chat Bistro. Board approved funds for \$15 to \$20 for snacks during the meeting.**
- 8) **Virlie Walker to contact Kathy Tipton to obtain banners for HOA Meeting and Garage Sale.**
- 9) **A new letter of non-compliance will be drafted and hand carried to board members.**

10)

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

Meeting end time: 8:00 p.m.

Next meeting date: February 13, 2007 6:45

Date: April 17, 2007
Meeting Site: Arvada Library

Annual Meeting of Members

Called to order at 7pm

Community Welcomed by HOA president Virlie Walker

Report from Treasurer

Presentation by Vickie Rodgers: Jefferson Center for Mental Health

Ms. Rodgers spoke to community members about the purchase of a home in the community for persons with mental health issues. The home is called "Karen's House". The eight residents will be supervised by house managers. Ms. Rogers assured the community that Jefferson Center will be a good neighbor and work with the HOA. Ms. Rogers and her managers stayed to answer questions from community members

Presentation by HOA board:

HOA Board Members shared with the community the vision for the future and reviewed the accomplishments of the past. (Presentation Attached.) Key points included a focus on maintaining our areas as a first class residential district; reviewed the success of increased revenues, trash service, negotiating with builders of the community to our west and looked to reorganizing the board to inspire an increased level of participation.

Meeting Adjourned 8:10

HOA 2007 -2008

HOA 2007 -2008

Setting the Stage for Success

- Elect Officers
- Web Page
- Virtual Meeting Process - Email Agenda
- Quarterly Meeting Schedule and Location
- Norms of Behavior
- Job Descriptions

Having the Means to Get There

- Financial Planning
- Current status - Taxes filed
- Review Budget – Establish Spending Priorities
- Review Collections and Billing
- Long Term Goals

Knowing Where We're Going

- Realtor Consultant – Outside Community
- ACC Process Streamlined
- Web Link for Realtors
- Neighborhood Survey Established
(Paint, Landscape, Fence, Cement and Vehicle)
- Distribute Information to Members
- Data Collection and Progress Monitoring

Playing for the Audience

- Communication Plan with Community
- Newsletters
- Shared information
- Welcoming Members Old and New
- Building Trust
- Annual Meeting Plan

Setting the Stage for Success

1st Meeting

The Goal of the first meeting is to get ready to make a positive change in the HOA board. The purpose of the board is to create a more desirable neighborhood for the HOA members. The result of creating a more desirable neighborhood will hopefully be an increase in property values and less time on the market for those who will be selling their property.

Elect Officers

President, Vice President, Secretary, Treasurer,
Special Assistants

Web Page – Proposal Ready to Accept from Webmaster Enterprises

Virtual Meeting Process - Email Agenda

As a result of the creation of the Web page, Board members can comment and review agenda for next meeting, approve ACC forms, Treasurers Report and Minutes prior to meeting. This will give us adequate time to focus on single topic. (We will be ready to act instead of reacting to issues)

Quarterly Meeting Schedule and Location

In keeping with the plan to bring new energy and ideas to board; create a quarterly meeting focusing on single topics and allowing experts and HOA member's adequate time to address issues.

Schedule: May, September, January and March.

Location: Home within neighborhood, sign posted on lawn informing members of meeting

Norms of Behavior

Honest courteous discussion.

Support decisions made by the group

Serve the community interests

Job Descriptions

President – Sets Agenda, facilitates meetings

Vice President – Serves as President if needed, Reviews and coordinates ACC process, becomes President in next cycle.

Treasurer – Manages HOA funds, reports to the community and boards quarterly

Secretary – Records meetings and creates meetings

Special Assistants – Does a specific task as needed

Setting the Stage for Success



“Do not let what you cannot do interfere with what you can do”

John Wooden

I have served on the Cottonwood West Homeowners board at various times and always have heard the board members express the desire to improve our community. Over the years our HOA board has helped this small enclave to remain a desired area to live. I can remember years when houses sold in days for the asking price or better. I can remember years when the community seemed almost empty of small children.

While our houses are not moving as quickly off the market as they did in the past, our community is seeing more young children out in their yards. Change is constant and there is nothing we can do to stop when conditions seem perfect. What we can't do is not let the negative be our guide. Let's start with what we can do and head into the future with new energy.

My proposal for reorganization rests on the presentation at the annual meeting given by our former President Virlie Walker. She challenged the board to move with new energy and new ideas. If we act in the same way, we will get the same results. Change is imperative to creating and maintaining a desirable community. This first year I want the board to focus on setting the stage for success. We need to focus on a process which will transform our board from reacting to acting.

Date: May 22, 2007
Meeting Site: Arvada Library

Board Meeting

Called to order at 6:45pm

Attending: Virlie Walker, Margaret Abramshe, Arnold Farley

Attachments – Presentation “Setting the Stage for Success

Agenda:

- 1) Elect Officers :
 - a) Margaret Abramshe President,
 - b) Virlie Walker Vice President (short term until new member recruited),
 - c) Arnold Farley Treasurer
 - d) Secretary need to recruit

- 2) Web Page
 - a) Approved hiring of Breck Swords to create new page for HOA
 - i) President, Vice President – yes / Treasurer - no
- 3) Virtual Meeting Process - Email Agenda
 - a) Board will try next meeting conducted via email using correspondence as minutes
- 4) Quarterly Meeting Schedule and Location
 - a) Board agreed to try focused quarterly meetings at homes within the community
 - b) Next Meeting August 14th, focus on finances – location 5790 Xenon Court
- 5) Norms of Behavior
 - a) Board agreed with 3 norms of behavior to guide board meetings and correspondence.
 - i) Honest courteous discussion.
 - ii) Support decisions made by the group
 - iii) Serve the community interests

- 6) Job Descriptions
 - a) Presidents will set agenda and facilitate meetings
 - b) Vice President will focus on ACC
 - c) Treasure will manage finances
 - d) Secretary will type minutes
 - e) Special Assistants will work on board on a limited project.

Meeting Adjourned 7:35

Meeting via Email : June 2007

Process

Please review the email and attachments.

Please provide any additional attachments requested.

Please respond with comments or corrections.

1. Review corrected minutes from annual meeting. (attached)
2. Review and approve minutes from meeting in May including presentation.(attached)
3. Request Treasurer provide a report of expenses paid , current balances, and any other information which the board should be aware of.

Old Business:

Web page has been contracted to Breck Swords. The proposal (cost of service) is attached.

Secretary position has been filled by Chris Campassi - Welcome Chris!

Vice President has been filled by Kathy Tipton - Thanks for staying Kathy!

Virlie Walker will remain as board member to smooth the transition. - You're the best Virlie!

New Business:

The Roof for 12751 56th place is a go since the board did not respond by the 6 week window. The roof will meet current ACC guidelines.

Note from President:

Please send any attachments or announcements you would like added to these notes. Let me know how you feel about this format. Thanks for working on this with me. I so appreciate my neighbors and the wonderful community I live in! Margaret

Meeting via Email : July 2007

Old Business:

Web page has been contracted to Breck Swords. *I hope Breck will have this up and running this week!*

A letter will go out to every member when Web page is operational

New Business:

Financial reports. (Thanks Arnold)

Response to HOA members concerns: All letters sent

12669 57th Place (boat parked, pooling water)

Abramshe, Walker Tipton – yes

Compassi/ Farley – no

12656 – (response to HOA member concern

No objections

12701 – (response to HOA member request

No objections

Review additional applications for Web site from Breck. Please Respond.

Abramshe/Walker/Tipton/ Compassi - yes

Farley - no

Create a password-protected page where homeowners can submit an architectural request form - \$99.00

Create a password-protected page where homeowners can submit a complaint form - \$99.00

Add an "email broadcast" function so that the board secretary can email a document to all homeowners

-set up database \$99.00

-create email broadcast page \$99.00

TOTAL: \$396.00

Note from the President:

As a board it is important to build trust with our membership by responding to concerns. By responding as a board in writing we can keep ourselves from being attacked as individuals . In the future this will help us attract new board members. By creating a paper trail and using consistent communication we will be able to enforce our covenants. Don't go it alone. Why work together when you can rely on a team!

Meeting August 14 , 2007

Start: 6:45pm

5790 Xenon Court

Present: Virlie Walker, Margaret Abramshe, Arnold Farley, Kathy Tipton

Open Forum

HOA Members: None present

Board Meeting Topic: Financial Planning

Current status:

- HOA Accountant has resigned his post. Need to replace with a paid position. (See Segregation of Duties- Accountant and Treasurer)
- Discussion of Board regarding need to hire an accountant.
- Vote to Hire Outside Accountant:
Walker, Tipton, Abramshe – Yes / Farley - No

Review Budget

- Establish Spending Priorities : Money to hire account within budget.

Review Collections and Billing

- Status Stable, all bills paid.

Meeting: September 2007

1. Bookkeeper Accountant: Need to hire.

Action: Request each board member to make a call to one firm and get a "ball park figure" to present at the October Meeting.

2. Survey of Paint, Cement, Landscape and Fencing has been sent to volunteers.

Action: President to compile data for October Meeting

3. Web Site Review: Web site still having problems with uploads (site always says to try back!)

Action; Margaret to contact Breck. Will need secretary to take over this function when the bugs have been worked out. Timeline to get this fixed by Friday.

4. Request for Spending: Estimate for two signs to add to our entrance sign. Creative Advertising in Arvada will make a "No Solicitors" and a "Covenant Controlled" sign for \$48 for both that can hang under the current wood sign.

Action: Please vote on this purchase.

5: Review Minutes August Meeting

Action: Please send any corrections or additions to attachments

6. Review Welcome Basket/ Documents for Closing on Property at 12727 57th Drive
Property at 12727 57th has been sold. A request for documents was made. Should the board continue to provide documents, send covenants to new owners and a welcome gift?

Action; Provide Comments or suggestions.

Thanks for your time! Please send this back by Friday.

Cottonwood West HOA Board Meeting

November 14, 2007

5790 Xenon Court

Present: Margaret Abramshe, Chris Campassi, Arnold Farley, KathyTipton,
Virllie Walker

Brief Discussion on Morrison Development on 58th Street

- 25 Acre development
- 149 Homes (Townhomes and patio homes)
- \$275-\$350,000 Range
- 1700-2000 sq. foot
- Earth Tones
- Entrance on 58th Street (no access from Ward Road)

Recycling

- Currently pick up by Pacman Weekly on Tuesdays
- Pacman has requested bi-weekly due to low usage

Voting:

Roll-offs for Yard Waste

- Proposal for \$400 to pay for roll-offs for yard waste

Website Concerns

- ID and Password for current website is inaccessible
- Proposal to change host to Bluehost (\$85 annual charge)
- Proposal to create a Contact Page to allow for Homeowner requests and communication
- Contact page will generate email message to each Board Member upon submission of message from Homeowner
- Breck Swords will remain Webmaster
- Some concerns expressed by Arnold and seconded by board that website costs will continue to increase
- Discussed possibility of seeling ads to offset furture costs