

# Cottonwood West HOA

HOA Board Meeting Minutes- February 21<sup>st</sup>, 2012

Meeting took place at Chit Chat Bistro, 7:15pm

In attendance: Bernie Murray, Arnold Farley and Magdalena Glogowska

1. The Board discussed and agreed to following:
  - Spring Garage Sale will take place on May 5<sup>th</sup> 2012
  - Spring Dumpsters will be put on May 25<sup>th</sup> 2012 and last until full. Fall Dumpsters date was set to be right before Labor Day- exact days will be determined later.
  - Community Picnic will take place on June 23<sup>rd</sup> 2012 with RSVP by June 13<sup>th</sup> 2012
  - Annual Homeowners Meeting will take place on April 25<sup>th</sup> 2012 at St Joan Church (with exact location to be specified in newsletter/ social hall)

All above information will be posted on association website.

2. The Board have discussed the topics for the Spring Newsletter and the following suggestions had been made:
  - Newsletter will be published in the last week of March, before annual meeting- prepared by Bernie
  - Topics will include: cleanup of the street gutters, fixing the neighborhood fences/ getting the joint quote for association if enough people respond, community picnic information/location and RSVP information, annual meeting information.
3. The Board agreed to file an assessment lien on the house that is going through foreclosure.
4. The Board had discussed minutes and recordkeeping process.

# Cottonwood West HOA

HOA Annual Board Meeting Minutes- April 25<sup>th</sup>, 2012

Meeting took place at St Joan of Arc, Orleans Hall, 12735 W 58<sup>th</sup> Ave at 7:00 pm

Board members in attendance: Bernie Murray, Arnold Farley and Magdalena Glogowska;

additionally, 7 homeowners attended the meeting.

1. The Board presented the Annual Treasurer's Report. Our finances are sound with no significant issues to report – same as last year.
2. The Treasurer reported that 11 homeowners have not paid their annual dues which were due March 15<sup>th</sup>, and will be delinquent as of May 1<sup>st</sup>, if still unpaid.
3. Following topics were discussed with HOA members:
  - Garage Sale on May 5<sup>th</sup>, 2012 – the HOA will obtain a new garage sale sign for the entrance, and advertisements have been placed in several local weekly newspapers.
  - Graffiti and attempt to remove it – call Jeffco Sheriff's office if graffiti is found.
  - Foreclosure in the neighborhood – 5630 Youngfield Street.
  - Replacement of the entrance sign to the development – approved by unanimous approval from the Board and present HOA Members.

# Cottonwood West HOA

HOA Board Meeting Minutes- December 4th, 2012

Meeting took place at Chit Chat Bistro, at 7:30 pm

Board members in attendance: Bernie Murray, Arnold Farley Magdalena Glogowska.

Homeowners present: Denise Burrows, Virlie and Don Walker

1. The Board accepted unanimously Janell Frisk's resignation from the board.
2. The Board voted unanimously to appoint Kathy Tipton to Special Assistant position.
3. The Board voted unanimously to appoint Denise Burrows to Vice President position.

Current board members are:

- a. Bernie Murray- President
  - b. Denise Burrows- Vice President
  - c. Arnold Farley- Treasurer
  - d. Magdalena Glogowska- Secretary
  - e. Kathy Tipton- Special Assistant
4. The Board voted unanimously to increase HOA dues by 5% to \$173 per year effective January 1<sup>st</sup>, 2013.
  5. The Board voted unanimously to discontinue interest fee assessment on the late due payments effective January 1<sup>st</sup>, 2013.
  6. The Board voted unanimously to modify collection policy to impose a \$25 monthly late fee for all the dues received after due date effective January 1<sup>st</sup>, 2013.

Arnold will write revised policy and send it for approval.

7. Bernie reported on communications with Pete Ramirez paving the way for new stone sign.
8. The Board agreed to prepare welcome gifts for the two new homeowners.
9. The Board agreed unanimously to approve the proposed 2013 HOA budget.

## Cottonwood West Board Meeting Minutes

August 30<sup>th</sup>, 2011

7:30pm - 8:45pm - Supreme □states Club □ouse

**In attendance:** Bernie Murray, Virlie Walker, Arnold Farley, Kathleen Tipton, and Maggie Wenc.

### **New Business:**

1. The Board toured the clubhouse at Supreme □states and Bernie explained how such an asset could be created in Cottonwood West and what the requirements and needed commitment might be. Also other possible options were discussed. Discussion remains very open □no decisions have been made pending additional input from homeowners.
2. The Board discussed and agreed on a Spring □arage Sale as requested by □inda Phillips. The tentative date was set to May 5<sup>th</sup>, 2012.
3. The Board discussed and agreed on a community picnic/gathering. The tentative date was set to June 23<sup>rd</sup>, 2012. Further decision will be made for the location of this event.
4. The board discussed the 2012 Spring dumpsters and agreed that we will need them. Possible date will be set during one of the future board meetings.

### **Old Bussiness:**

1. The board discussed Virlies's proposal for the new sign. The feedback received at annual meeting was reviewed. No decision was made to pursue it further but this idea remains open.
2. The □eserve Policy was discussed and passed (all in favor) with Bernie signing as President.
3. The Board accepted Virlie Walker's resignation as a regular Board member, but accepted Virlie's offer to remain on the Board as a Special Assistant. The Board voted (all in favor) to add Maggie Wenc to the Board as the Assistant Secretary.

**HOA Board Meeting Minutes**  
**January 12, 2010**  
**7:15 to 8:30 p.m.**  
**Chit Chat Bistro**

**Members Present: Bernie Murray, Arnold Farley,  
Kathy Tipton, Janell Frisk**  
**Members Absent: Virlie Walker**

- 1) Motion made by Bernie Murray to formally invite and approve Janell Frisk and Kathy Tipton to join the board. Janell and Kathy were approved unanimously, Janell will act as Secretary, Kathy will act as Special Assistant.
- 2) Discussed current foreclosures in Cottonwood West. Arnold is attempting to collect dues on property 5700 □oungfield from 2009.
- 3) Discussed the proposed color key that his listed on the □OA website. Decided that we would try to bring the current key to a close with approval in February or March 2010.
- 4) The group talked about the importance of the ACC approval requests and procedures. Bernie Murray stated that he would include in the next newsletter, the importance of the ACC requests.
- 5) Janell Frisk questioned the ramification process of not submitting an ACC form prior to beginning a new project on your home.
- 6) Motion was made by Arnold Farley to vote on raising the □OA dues by 5□ for 2010. Voted yes unanimously.
- 7) Arnold Farley has been looking into different options for the neighborhood cleanup for 2010. We are considering different options instead of the dumpsters. Apparently, the neighborhood had issues in 2009 with the dumpsters. This will be discussed further and decided on in the future.
- 8) Arnold Farley presented the 2009 budget and it was reviewed. The current 2010 budget was also presented and approved unanimously.
- 9) Arnold Farley to post 2010 budget on Cottonwood West □OA website.

10) Arnold Farley will be sending out the annual dues notice. Payment for dues is required by March 15<sup>th</sup>, 2010.

**Meeting adjourned at 8:30 p.m.**

**COTTONWOOD WEST  
HOA BOARD MEETING MINUTES  
July 20, 2010  
7:30 to 8:30 p.m.  
Chit Chat Bistro**

**MEMBERS PRESENT:** Virlie Walker, Bernie Murray, Arnold Farley, Kathleen Tipton. **Member absent:** Janelle Frisk

1. Discuss an acceptable process for review of the books in order to perform our required due diligence as board members.

**ACTION:** The Board will identify a CPA to conduct an informal review of the financial records for 2008 and 2009 at a maximum fee of \$300 for the service.

**Timeline?**

2. Discuss Keith Motyl's concerns of having the county do the mowing of the property that lines the south side of 58th Ave.

**ACTION:** Arnold contracted with the mowing service to include the right-of-way on W 58<sup>th</sup>. On Sunday afternoon, (7/24), Bernie will walk along the area and identify any trash or rubbish that may have been placed there by a homeowner. If necessary, he will visit the offending neighbors and ask that they clean up the area and refrain from throwing their trash over the fence. This approach is preferred over a formal letter. **Timeline?**

3. Discuss Virlie's proposal for a new sign.

**ACTION:** The Board viewed a sketch of the proposed new sign. It is a 5' wide X 5' high, 3" thick red flagstone slab engraved with Cottonwood West and a tree. The Board suggested that we have some xeriscape plantings around the base, and that the existing foliage be removed. Bernie will contact the property owner and request permission to place the new sign in the ground with concrete and rebar. Next, Bernie and Arnold will post the suggestion on the website and accept comment for 30 days. After that the final art work will be reviewed and finalized. The maximum cost estimate is \$2500 for the sign and landscape work. **Timeline?**

4. Kathy told about two homes that are of concern on Xenon on the west side of the street due to overgrown landscaping and decide what to do about this.

**ACTION:** Bernie will visit the homeowners and suggest that they tidy up their front lawns. This approach is preferred over a formal letter. **Timeline?**

5. Kathy presented completed ACC forms for filing. Signatures were obtained for one that had been approved verbally. Action completed.

6. New business:

One homeowner is delinquent with Annual Dues.

**ACTION:** Follow through with delinquent homeowner's dues. Arnold is mailing the letter as required by our Collection Policy.

Next Board Meeting will be October 19, 2010.

Agenda will be to finalize the draft policies in existence to conform to new State laws.

Adjourn: 8:30