

Cottonwood Green Association
Annual Meeting December 12, 2009
10:30 a.m. at 302A Cottonwood Circle

Present: Don Moore, President; Ted Gabreski, Vice President; Cherith Marchase, Treasurer; Margy Brown, Glorriane Elmer, Janet Franz and Dave Moore, Ted Gabreski and Jan Troyer, Eileen Heinan, Judy Kiehart, Carl and Nancy Koecher, Jeff and Janet Mancuso, Babes Marchase, Julianne Miller, Pierre Prouty, and Dow Stewart

Also present: Dave Schubert of DLC Services

Proxy votes were received from: Alan and Elaine Adams, Darren Bachand, Mark and Kathy Costanza, Jeffrey Fowler, Richard and Carol Kerr, and Tyrone and Lyndsey Winkler

Don Moore called the meeting to order at 10:35 a.m.

Upon motion, seconded and approved, the minutes of the June 11, 2009 and July 24, 2009 were approved as presented.

Outgoing Mailbox: Julianne Miller reported that the outgoing mailbox has been purchased and that it will be installed soon.

Late Fee Assessment: Eileen Heinan brought to the members' attention that on Page 22 under Enforcement of Assessments, 7.1.1 it stated "Assess a late charge of not more than five percent (5%) of the amount due and owing per each delinquency" and 7.1.2 stated "Assess an interest rate charge from the date of delinquency at the rate of one and one-half percent (15%) per month, or such other rate as shall be established by the Board of Directors." To withdraw the motion made July 24, 2009 of assessing a late fee of \$25 per month the following was proposed.

Julianne Miller moved to withdraw the motion to assess a late fee of \$25 per month and to reinstate Items 7.1.1 and 7.1.2 of the Enforcement of Assessments in the Declaration of Covenants, Conditions, Restrictions, and Easements for Cottonwood Green Subdivision. Eileen Heinan seconded the motion. Motion carried.

Snow Removal/Lawn Maintenance: Don Moore reported that at the July 24 meeting the Association entered into an oral agreement with Dave Schubert of DLC Services to provide lawn maintenance and snow removal for the Association. During the last snowfall the sidewalks that DLC Services had cleared were accidentally covered with snow. David Schubert explained what had happened.

The members of the association discussed whether or not each home/lot owner should plow their own sidewalk or to have DLC Services clear them. It was noted that the City requires that sidewalks be cleared of snow by 10:00 a.m.

Drew Smith moved to no longer have DLC services remove snow from the sidewalks in front of single family lots. Eileen Heinan seconded the motion. In favor: Drew Smith and Eileen Heinan. Against: Dow Stewart, Don Moore, Carl Koecher, Babes and Cherith Marchase (2 lots), Ted Gabreski, Jeff and Janet Mancuso, David Moore and Janet Franz, Glorriane Elmer, Pierre Prouty, Julianne Miller. Motion did not carry. (Five proxy votes were in favor and one opposed.)

To be able to pay for snow removal expenses or unexpected expenses not covered in the Cottonwood Green Association dues the following motion was proposed.

Pierre Prouty moved to establish a dedicated reserve amount for situations not covered by the \$375 yearly Association dues. Ted Gabreski seconded the motion. Motion carried.

Don Moore asked Dave Schubert to submit a written contract along with proof of liability and workers compensation as soon as possible to be reviewed and signed by the officers of the Association.

Request to pay \$50 a month for bookkeeping services provided to Cottonwood Green Association.

Cherith Marchase reported that according to the bylaws for the Cottonwood Green Association, officers cannot be compensated for their services. For her to be the Association's bookkeeper and be compensated for her services, she resigned as its treasurer.

The following motion was proposed to replace Cherith Marchase as treasurer.

Glorianne Elmer moved to accept Cherith Marchase's resignation as treasurer and to pay her \$50 a month for bookkeeping services and to nominate Pierre Prouty as treasurer. Julianne Miller seconded the motion. Motion carried.

Don Moore proposed that each check signed be required to have two signatures. Any two signatures from the following would be accepted: the bookkeeper's signature and/or an officer or two officers if the bookkeeper was not available to sign.

Janet Mancuso moved that each check written on behalf of the Cottonwood Green Association include two signatures. Approved check signers for the Cottonwood Green Association are Cherith Marchase, Bookkeeper; Don Moore, President; Ted Gabreski, Vice President; or Pierre Prouty, Treasurer. Judy Kiehart seconded the motion. Motion carried.

Budget Review: Cherith Marchase distributed a list of all checks written since 2009. A budget for 2010 will be presented at the next meeting after it is reviewed by the officers. Since the Cortona Courts Condominium and the Cottonwood Green Association dues had been placed in one account, Cherith will move money from one account to another so that the dues are placed in separate accounts.

It was suggested that a sub-committee be formed to research whether the current speed limit of 25 miles an hour could be reduced to 15 miles per hour.

Julianne Miller moved to form a sub-committee comprised of Judy Kiehart and Babes Marchase to request a speed limit of 15 miles per hour in the Cottonwood Green subdivision. Eileen Heinan seconded the motion. Motion carried.

Adjournment: The meeting adjourned at 11:25 a.m.

Respectfully submitted,

Nancy Koecher
Secretary

Addendum: Don Moore will research liability insurance for the Association as well as insurance for the Cortona Court Condos. In his experience, it is best to have the same insurance carrier so that if there is a claim we only have to deal with one carrier.