

COTTONWOOD GREEN HOMEOWNERS ASSOCIATION

**The annual HOA meeting will be held on September 23, 2023 at 10:00 am at the First Presbyterian Church, 7 Poncha Blvd, Salida**

**If you cannot attend the meeting a form to appoint a proxy is enclosed.**

REVISED AGENDA

I. Call meeting to order

- a. Verification of quorum – 50% of 50 lots/units = 25 lots/units represented in person or by proxy
- b. Introduction of the Board of Directors and members present

II. Proof of Meeting Notice – emailed to members 8/26/23, reminder email sent 9/16/23

III. Approve minutes from September 10, 2022 annual meeting

IV. Board of Directors

- a. Term expirations: President - 2025, Vice President - 2024, Treasurer - 2025, Secretary - 2023, at large Mark - 2024, at large Mike - 2025, at large Margy - 2025
- b. Elect a Secretary

V. Committee Reports

- a. Design review committee, update on new Design Guidelines – Greg Reed
- b. Grounds committee – Mike Lloyd
- c. Finances - review 2022 year end & 2023 YTD financials, review the board-approved 2024 budget
- d. 2024 budget ratification by member vote

VI. Old business

- a.

VII. New business

- a. Member approval to reduce the required voting quorum from 50% to 30%.
- b. Explanation of the process to approve the Amended Declaration of Covenants
- c. Watering and maintenance of trees outside of common areas
- d. Reducing the bulb wattage in the street lights
- e. Member comments

VIII. Adjournment

- a. Next year's tentative annual meeting date is Saturday, September 14, 2024
- b. Motion to adjourn from the floor

Enclosures: Proxy Form, 2024 board-approved budget, 2022 annual meeting minutes

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**COTTONWOOD GREEN HOMEOWNERS ASSOCIATION BOARD MEETING MINUTES**  
**ANNUAL MEETING**  
**10 September 2022**

- The meeting convened at 10:00 am in the common area.
- A quorum was verified, with 29 households/lots represented. This included 6 proxy votes.
- The Board and members introduced themselves.
- Proof of Notice: the notice and meeting agenda was sent via email to homeowners August 6, 2022 and a paper copy of the email was left on Carol's front porch. A follow-up email reminder was sent on September 5, 2022.
- The minutes from the last annual meeting on September 11, 2021 were passed out. Sue Sulley made a motion to accept the minutes as final and there was a unanimous vote to approve the minutes.
- Greg Reed represented the Design Committee and went over the report: there are only four lots left to be developed. One home at 203 has yet to be landscaped.
- Mike Lloyd gave the Grounds Committee report: Mike did some weed spraying on the south end of the subdivision and hoed a lot of weeds elsewhere. Some trees in the subdivision need to be pruned. There was some discussion about putting more shrubs in the east pit, and that the weeds need to be sprayed. The west pit has plenty of landscaping. All items will be added to the landscaping budget for 2023. One member voiced concern about the large willow growing in the bottom of the west pit, and that it could interfere with the function of the retention area, which is flood control.
- Mike reminded those homes that have the water ditch, which is a public easement, and access needs to be provided for maintenance. Homeowners should not place any landscaping or structures that impede access.
- Tim Donnelly discussed the fact that the HOA has a CPA who handles all of the money, board members do not handle any of the HOA funds. He gave the Treasurer's report: the 2021 budget versus actual expenses and the 2022 budget were passed out and discussed.

Old Business

Tim Donnelly tried to resolve the fact that the insurance was paid twice for some reason, but could not get a refund. The payment is now on monthly autopay and it should not be an issue again.

Mike said he got only one bid for \$10,000 to seal the sidewalks and traffic circles. He tried several times to contact Reyes Sealcoating, who had given us a reasonable quote last year, but they did not return his calls. There was discussion that it was mostly for aesthetics, and would make the areas slippery. The general consensus was to not do the sealing.

More plants are needed in the east pit, Mike and Tom Mafera will coordinate the work. There are more plants needed in the east traffic circle as well.

Three empty lots were mowed, two by the owners and one through the HOA's contract with Sean's Landscaping (they received a bill from the HOA). The lot at 412 was not mowed as promised, and some of the weeds are waist high. The owners at 410 have mowed a strip on that lot several times this year to manage weeds for aesthetics and for the safety of their property. The owners of 412 will be given a new deadline to get the mowing completed. Next year the lot owners will be given a due date for mowing requirements much earlier in the year. A suggestion from a member was to keep the weeds to 6 inches, even if that means multiple mowings.

## New Business

Mike Lloyd's term as President expired and Tim Donnelly offered to be President. Sandy Baur made a motion to elect Tim to the President position, Scott Kraxberger seconded, and the motion was unanimously passed by the members. Tim's term will expire in September 2025.

That left the Treasurer position open. Margy Brown made a motion for Tom Mafera to become the new Treasurer, Amy Reed seconded, and the motion was unanimously passed by the members. Tom's term will expire in September 2025.

Mike Lloyd will continue to take the lead on the Landscape Committee. Tim thanked Mike for his years of service as President.

The HOA Bylaws and Covenants are many years old and need updating, including a change where state law prohibits HOA's from requiring homeowners to have turf grass. A law firm will be hired to help the HOA update the documents, which is why the legal fees for this year's budget is high. If members have comments about either the bylaws or covenants, send them to Vice President Sandy Baur at [sandybaur107@gmail.com](mailto:sandybaur107@gmail.com) or to the HOA at [hoacottonwoodgreen@gmail.com](mailto:hoacottonwoodgreen@gmail.com) **by October 7, 2022**. The board will compile and review the comments and make bylaw/covenant changes as needed, and the edits will be given to the law firm. A draft of the new documents will be sent to the members before they become final.

There was discussion about not having lawns, and whether homeowners can remove their lawns. All new landscaping, any alteration to existing landscaping, or removal of lawn, must have a written plan, and **must receive Design Committee approval before any work is done.**

There was discussion on whether to meet in July in order to have a budget vote that is more current than ¾ of the way through the year. It was decided that due to the likelihood of reduced meeting attendance at that time of year, the meetings would continue to be held in September and an estimated budget for the following year would be prepared and ratified. Sue Sulley made a motion, Jane Baxa seconded, and the motion passed unanimously.

A member brought up the fact that it was hard to hear at the meeting, and since COVID has abated, that we go back to meeting indoors. Everyone agreed to that and Jane Baxa will arrange for the meeting to be held at the Methodist Church next year. There will be a small fee in the form of donation given to the church.

The meeting adjourned at 11:30

Respectfully submitted,

*Debra Mafera*

Secretary

	Actual Expenditures		Budget 2023		Budget 2024	
	2022	Budget 2023*	YTD 6/30/23	Budget 2024*	Budget 2024*	
<b>INCOME</b>						
Assessments from Owners	\$ 22,500.00	\$ 22,500.00	\$ 22,275.00	\$ 27,500.00	\$ 27,500.00	
Interest	\$ 12.59	\$ 10.00	\$ 8.36	\$ 15.00	\$ 15.00	
Hospital Property Tax Refund			\$ 122.05			
Finance Charges/Late Fees	\$ -	\$ -	\$ 254.50			
<b>TOTAL INCOME</b>	<b>\$ 22,512.59</b>	<b>\$ 22,510.00</b>	<b>\$ 22,659.91</b>	<b>\$ 27,515.00</b>	<b>\$ 27,515.00</b>	
<b>EXPENSES</b>						
Landscaping: Sean's Lawn Care	\$ 8,700.00	\$ 8,700.00	\$ 1,620.00	\$ 10,500.00	\$ 10,500.00	
Property Maintenance - Labor	\$ 1,316.34	\$ 1,000.00	\$ 457.50	\$ 1,200.00	\$ 1,200.00	
Property Maintenance - Materials		\$ 750.00	\$ 390.50	\$ 1,000.00	\$ 1,000.00	
Common Area - Mulch & Dredge	\$ 2,618.24	\$ -	\$ -	\$ -	\$ -	
Tree & Shrub Replacement		\$ 1,250.00	\$ 245.04	\$ 1,500.00	\$ 1,500.00	
Tree Pruning		\$ 2,500.00	\$ 2,700.00	\$ 1,000.00	\$ 1,000.00	
Snow Removal: Sean's Lawn Service	\$ 1,380.00	\$ 2,000.00	\$ 740.00	\$ 2,400.00	\$ 2,400.00	
Donation - Meeting Space	\$ -	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	
Insurance****	\$ 1,239.15	\$ 1,313.00	\$ 761.91	\$ 2,000.00	\$ 2,000.00	
Legal Services**	\$ 1,500.00	\$ 1,500.00	\$ 4,952.50	\$ 1,500.00	\$ 1,500.00	
Accounting Services***	\$ 500.00	\$ 1,500.00	\$ 1,615.45	\$ 2,500.00	\$ 2,500.00	
License & Permits	\$ 169.00	\$ 300.00	\$ 195.00	\$ 250.00	\$ 250.00	
Property Tax	\$ 20.46	\$ 50.00		\$ 25.00	\$ 25.00	
Postage/Office Supplies	\$ -	\$ 100.00	\$ 9.56	\$ 100.00	\$ 100.00	
Common Area Electric	\$ 148.02	\$ 200.00	\$ 64.70	\$ 200.00	\$ 200.00	
Common Area Water	\$ 3,667.41	\$ 4,000.00	\$ 607.68	\$ 3,700.00	\$ 3,700.00	
Other	\$ -	\$ 250.00	\$ -	\$ -	\$ -	
Filing Fees - Bylaws, Covenants, RPGs			\$ -	\$ 250.00	\$ 250.00	
<b>TOTAL EXPENSES</b>	<b>\$ 21,258.62</b>	<b>\$ 25,463.00</b>	<b>\$ 14,359.84</b>	<b>\$ 28,175.00</b>	<b>\$ 28,175.00</b>	
<b>TOTAL NET INCOME*****</b>	<b>\$ 1,253.97</b>	<b>\$ (2,953.00)</b>	<b>\$ 8,300.07</b>	<b>\$ (660.00)</b>	<b>\$ (660.00)</b>	

\* The 2023 Budget was Adopted by the Board 11/11/2022; The 2024 Budget was Adopted 8/25/23

\*\* Legal Fees are associated with necessary updates of the Bylaws, the Covenants, & Responsible Governance Policy.

2022 Expenditures underran budget estimates by \$1500. The bulk of the work and expense has occurred in 2023.

\*\*\* Our accountant resigned in the fall of 2022, leading to increased costs in 2023 with our new accounting firm.

\*\*\*\* Insurance Premiums increased \$437 per year in April

\*\*\*\*\* The annual budget serves as the basis for the establishment of the Annual Assessment = \$550 for 2024