

COTTONWOOD LANDING TOWNHOME HOWEOWNER ASSOC.

1512 Grand Ave., Suite 109  
Glenwood Springs, CO 81601  
(970) 945-7266  
Board of Directors Meeting

Held at 2522 Woodberry Dr  
Glenwood Springs, CO 81601

January 13, 2020  
6:30 p.m.

PRESENT: George Fuller – Board Member  
Mary Wiener – Board Member  
Pat Helling – Board Member  
Sheryl Doll – Board Member  
Justin Windholz – Crystal Property Management

A Board of Directors meeting for Cottonwood Landing Townhome Homeowners Association was held at 2522 Woodberry Dr, Glenwood Springs, CO 81601. The meeting was called to order at 6:30 pm. A quorum of the Board was established.

Financial Reports

- The Board reviewed and discussed the financial reports from December 2019. A motion was made to approve the reports. The motion was seconded and approved.
- It was agreed that \$8947 would be transferred from the operating account to the reserve account.

Meeting Minutes

- The Board reviewed the meeting minutes from the 2019 Annual Meeting. A motion was made to approve the minutes. The motion was seconded and approved.

Old Business

- The Board discussed parking issues at several units. Parking issues will continue to be monitored. Board members and owners are encouraged to report parking issues including taking pictures of the violations.
- The Board reviewed the rules and regulations. At the annual meeting several changes were proposed to the rules. These will continue to be discussed but no changes have been yet.

New Business

- The Board entered an executive session to discuss several legal matters.
- The Board discussed updates to the policies and procedures. A new draft policy will be reviewed and discussed at the next Board meeting.

- The Board discussed creating a Design Review Document. Pat Helling and Sheryl Doll will work to create the document for Board review.
- The Board discussed ice dams and snow buildup on the roofs. Mary Wiener presented some documents that she would like to send to unit owners. After discussion, it was agreed that the documents would be modified and then sent to owners. The Board discussed additional possible actions to be taken regarding ice dams. Pricing would be obtained for snow removal to the roofs. Heat tape was discussed but preliminary pricing seems cost prohibitive for the HOA to pay for and install heat tape. Individual owners are encouraged to install and run heat tape at their units.
- Several gutters and downspouts have been identified as needing repaired. These issues will be addressed in the spring when the ice and snow have melted.
- The Board reviewed a bid for roof replacement at building B. After discussion it was agreed that pricing would be obtained for building C which may be older by several years.
- The Board reviewed and discussed a bid to replace the lift station pumps and control system. After review and discussion, a motion was made to accept the bid. The motion was seconded and approved. Crystal Property Management will work with the vendor to schedule the work.

With no further business the meeting was adjourned at 9:00 pm.

Respectfully,

Justin Windholz