

COTTONWOOD LANDING TOWNHOME HOWEOWNER ASSOC.

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

December 6, 2021
6:30 p.m.

BOARD PRESENT: Mary Wiener – Board Member
Mary Bradley – Board Member
Javier Morales – Board Member
Chris Dillon – Board Member
Tony Lord – Board Member

Others: Justin Windholz – Crystal Property Management
*Full sign in sheet available upon request but omitted from minutes for space.

A Board of Directors meeting for Cottonwood Landing Townhome Homeowners Association was held on December 6, 2021 via Zoom video conference. The meeting was called to order at 6:30 pm. A quorum of the Board was established.

Meeting Minutes

- The Board reviewed the Annual Meeting Minutes from November 2021. No changes were noted. These will be officially approved at the next annual meeting.

Financial Reports

- The Board reviewed and discussed the financial reports from November 2021. A motion was made to approve the reports. The motion was seconded and approved.

New Business

- The Board discussed the ongoing remedy for several owners affected by a miscalculation of dues because of incorrect square footages. After discussion, the Board agreed to refund the owners affected back to their ownership of the unit or when the formula was created. The affected owners were thankful.
- The Board discussed the 2022 budget. At the Annual Meeting in November, several owners expressed concern that the dues needed to be higher to continue addressing maintenance issues without a special assessment in the future. The Board discussed how much to increase the dues and after many pros and cons it was agreed that a revised budget would be presented with a 15% increase for all units. The budget will be sent to all unit owners along with an invitation to the January meeting where it will be ratified or rejected if 67% of owners attend and disagree.
- The Board discussed an update to the sewer / lift station. Tony Lord and Justin Windholz met with Jorden Voskuil in November to discuss concerns regarding the sewer lines near building C. The lines were videoed and located. It was agreed at the onsite meeting that the

easiest way to address the problem would be to start with a new cleanout in one location. This will allow for easier access to the location of the problem. The installation of the new cleanout will be within the next several months as it needs to be hand dug and the ground could be frozen. The sewer lines are also scheduled to be jetted later in the month as well.

- The Board discussed 2022 projects including roofing, painting, concrete work, and landscaping modifications. These will remain on the agenda and discussed until the work is completed.
- The Board discussed HOA violations. These violations are being handled in accordance with the policies and procedures.
- The Board tabled discussion regarding Board positions.

With no further business the meeting was adjourned at 7:55 pm. The next Board meeting was scheduled for January 6, 2022 at 6:30pm.

Respectfully,

Justin Windholz