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# RECORD OF PROCEEDINGS

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## **Minutes of the Meeting Of the Board of Directors of Cotton Ranch Homeowners' Association**

**November 11, 2015**

A Meeting of the Board of Directors of Cotton Ranch Homeowners' Association, Eagle County, Colorado, was held November 11, 2015 at 6:00 p.m., at the Gypsum Creek Grill, Gypsum, Eagle County, Colorado, in accordance with the bylaws of the Association and applicable statutes of the State of Colorado.

### **Attendance**

The following Directors were present and acting:

- Tom Pohl
- Chris Meister
- Steve Forster
- Jennifer Kirkland
- Mike Brown
- Ruth Powers

Also in attendance was:

- William Bortz, Homeowner
- Mike Coggins, Homeowner
- JT Landreth, Cotton Ranch Villa's Developer
- Leah Mayer, Design Review
- Matt Jones, Marchetti & Weaver, LLC

### **Call to Order**

The Meeting of the Board of Directors of Cotton Ranch Homeowners' Association was called to order by Director Pohl at 6:00 p.m. noting a quorum was present.

### **Changes to Agenda**

There were no changes to the Agenda.

### **Public Input**

Homeowner William Bortz joined the meeting to review some issues that he had in the past with the Association sidewalk snowplowing. He reported he stopped paying his dues when he felt the Association was not taking care of the responsibilities they were supposed to take care of. He didn't want to pay his dues until he was able to review his issue with the board but now would like to get his outstanding dues caught up. The Board asked for him to make his payment plan proposal to the Mr. Jones on getting the dues caught up. Mr. Jones will follow up with Mr. Bortz after the meeting and send over his payment plan proposal to the Board for final approval.

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### **Design Review Committee**

Leah Mayer joined the meeting to give a 2015 annual review of the committee. During 2015 there were 5 new homes reviewed and 21 minor application forms reviewed. Currently the Design Committee review is holding \$106,000 in design review deposits. At the Boards request, Leah reviewed the design review process for an owner submitting plans for a new home from beginning to end.

### **Design Review Architect 2016 Contract**

Leah Mayer reviewed her current fees for architect reviews and reviewed her contract for 2016. Leah currently bills on a flat fee on home reviews. She reported that the 2016 contract is the same as the original contract except for an increase of \$150 when an applicant submits 2 revisions after the final design approval is final. There have been a few home reviews in 2015 that ended up taking significantly more time than most and she would like to recoup this time expense. The Board felt that this proposal was fair and felt that the added expense should be passed back to the applicant.

Upon review and by motion duly made and seconded it was unanimously

**RESOLVED** to approve the 2016 Design Review architect contract with the \$150 addition passed through to the applicant.

### **Design Review Deposits**

JT Landreth, Developer for the Villa's at Cotton Ranch, joined the meeting to review his project and request a variation to the normal deposit structure as well as review some small issues he has had with the review process.

JT reported that he is planning on constructing 72 units with sells prices in the \$340K - \$415K. The units will be mainly duplexes and triplexes with a few fourplexes.

JT has requested if he can submit a \$5,000 deposit for each building instead of \$5,000 for each unit. He claims that he has a

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large deposit with the Town and that since the units are one building there is no chance that he would not complete the whole building when building the multi units. The Board reviewed his project and the Board was in agreement that the project looked good so far. However, the Board felt that they would like to see some complete buildings before they consider decreasing the deposit requirements. The Board will table this discussion until a few of the buildings have been completed.

JT reported that the Design Review Committee had approved a certain garage door for the first 5 units. After the units were constructed and the DRC board was able to see the finished project they did not like how the garage doors turned out and would not allow him to use the same doors in the remainder of the project. The Board reviewed this decision and decided that instead of making a decision at today's meeting, they would like to review the garage doors and discuss the issues with the DRC before the Board would intervene. Mr. Jones requested that all Board members go and review the garage doors and also requested that a few Board members join the next DRC meeting to review how the meeting review is held.

### **Board Member Vacancy**

The Board currently has a vacancy on the board to fill. When former board member Pat Gates resignation he had forwarded Mike Coggins contact information as a possible board member replacement. At the August meeting the Board asked that Mr. Jones invite Mr. Coggins to the meeting to see if he would like to join the Board. After review of the board meeting calendar and board member requirements the Board felt Mike Coggins would be a good fit.

Upon review and by motion duly made and seconded it was unanimously

**RESOLVED** to appoint Mike Coggins to the Board to complete the term left by Pat Gates that will come up in March of 2016.

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- 2016 Calendar**            The Board briefly reviewed the meeting calendar for 2016. The next board meeting is scheduled for February 10, 2016 with the annual meeting to be held on March 28, 2016.
- Minutes**                    Upon review and by motion duly made and seconded it was unanimously
- RESOLVED** to approve the August 5, 2015 meeting minutes as presented.
- Compliance**
- Mr. Jones reported that there are still some issues with owners parking on vacant lots and a few other compliance issues, but there are no reports of anything major since the last meeting.
- Compliance Contract**
- Mr. Jones passed out the 2016 compliance contract from Laura Hughes. The Board briefly reviewed the contract but did not feel comfortable approving the contract until everyone had time to review it. The compliance contract was tabled till the next meeting with approval of the budget.
- Sidewalk Snowplowing**
- Mr. Jones reported that Brush Creek submitted their proposal to plow the sidewalks during the 2015-2016 winter. After discussion and by motion duly made and seconded it was unanimously
- RESOLVED** to approve the Brush Creek sidewalk snowplowing contract at a monthly amount of \$1,200 for a total of \$6,000 for the 2015/2016 winter, subject to one change.
- 2016 Common Area Landscaping Proposal**
- Director Meister reported that he had been in discussion with the Town of Gypsum and the golf maintenance staff about taking over all the common area maintenance in Cotton Ranch. Historically the Board has had issues with having both Brush Creek Landscaping and the Golf Course Operations staff coordinating and maintaining

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the common area landscaping. Due to these issues Director Meister requested a proposal from the Golf course maintenance staff to maintain the common areas along Cotton Ranch Drive and Valley Road.

Mr. Jones reported that Brush Creek Landscaping has submitted a bid to maintain the flower beds but they are not willing to maintain the dog stations if they are not maintaining all of the common area so the Association will need to find another vendor to maintain the dog stations.

After discussion and by motion duly made and seconded it was unanimously.

**RESOLVED** to approve the Town of Gypsum landscaping proposal subject to Mr. Jones locating a third party to maintain the dog stations.

### **Pauls Corp Future Filings**

Mr. Jones reported that Pauls Corp had sold all their interest in Sky Legend to the RGE Group so the plan to start infrastructure yet this year has been put on hold at this time. Mr. Jones didn't know what the new developers plan will be on the existing approved lot plans. Mr. Jones will try and acquire additional information on the Developer and plans for Sky Legend and report back at the next meeting.

### **Breakfast with Santa Event**

Mr. Jones reported that he has been working on scheduling the Breakfast with Santa event in early December. The Board reviewed the calendar and everyone felt that Saturday, December 12<sup>th</sup> would probably work best if Santa is available. Mr. Jones reported that in the past he has had board members assist with the event and asked the Board if anyone was interested. Directors Coggins and Kirkland said they would be willing to help out on the day of the event. Mr. Jones will follow up with Santa, Creekside Grill and coordinate with the Board members to get the event set up.

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### **Financial Statements**

Mr. Jones presented the October 31, 2015 financials. The forecast has been updated with all known variances to the original budget. Mr. Jones briefly went through the 2016 preliminary budget and reported that the Board will look to approve the budget in early 2016. The Board had no questions. Upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve October 31, 2015 financials.

### **Accounts Receivable**

The Board briefly reviewed the accounts receivable list with nothing more to report.

### **Accounts Payable**

The Board reviewed the accounts payable list.

Upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve the accounts payable list as presented.

### **Adjournment**

Upon motion duly made and seconded, it was unanimously

**RESOLVED** to adjourn the meeting of the Cotton Ranch Homeowners' Association Board of Directors this 11<sup>th</sup> day of November, 2015.

Respectfully submitted,

Matt Jones  
Secretary for the meeting