
RECORD OF PROCEEDINGS

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

February 6, 2013

A Meeting of the Board of Directors of Cotton Ranch Homeowners' Association, Eagle County, Colorado, was held February 6, 2013 at 6:00 p.m., at 89 Open Sky, 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:

- Larry Britt
- Mike Brown
- Larry Brooks
- Beric Christiansen
- Robinette Hoppin
- Bruce Penman
- Tom Pohl

Also in attendance were:

- Jeff Schroll, Town of Gypsum
- Mike Rindone, Gypsum Creek Grill
- Matt Jones, Secretary for the Meeting

Call to Order

The Meeting of the Board of Directors of Cotton Ranch Homeowners' Association was called to order by Director Pohl at 6:10 p.m. noting a quorum was present.

Gypsum Creek

Jeff Schroll from the Town of Gypsum and Mike Rindone from Gypsum Creek Grill joined the meeting to review the golf course and the new restaurant.

Mr. Rindone reported that the new Gypsum Creek Grill will be opening in March and that he would like to add a Gypsum Creek Grill sign to the Clubhouse building so patrons would know that there is a new restaurant open in the space. The Board discussed in detail the type of sign, lighting, size and the rules of regulations for signage in Cotton Ranch. Mr. Rindone has been instructed to work with DRC in order to get approval before the sign is installed. Mr. Rindone will send several detailed iterations of the sign to the Board after the meeting for their comments. The Board was in agreement that signage would help increase traffic to the restaurant and help the restaurant succeed long term.

RECORD OF PROCEEDINGS

COTTON RANCH HOMEOWNERS' ASSOCIATION February 6, 2013 Board Meeting Minutes

Mr. Shroll reported that the Town of Gypsum would like to add two Gypsum Creek public golf course signs, one along Cotton Ranch Drive and one along Valley Road. The sign along Valley Road could be its own separate sign or somehow added into the current Cotton Ranch entrance sign. If the Town and Cotton Ranch can come to an agreement the Town would pay to update the current Cotton Ranch entrance sign to include the Gypsum Creek Golf course and would also include new landscaping and lighting. The Board would like to see the different versions of the sign and ultimately want the DRC to approve any changes to the current entrance sign. Again the Board was in full agreement that signage will help increase traffic and allow the course to succeed. Mr. Shroll reported the Golf course would like to have some sort of signage completed by June once the course is in full operation.

Mr. Shroll gave a short update on the Gypsum Creek golf course. The Management company that was serving as the interim managers of the course are no longer involved and the Town of Gypsum has taken over full control. Currently the Town is subsidizing the course approximately \$300,000 annually to operate the course. The golf round numbers have steadily increased over the last three years, from 11,800 in 2010, to 14,900 in 2011 to 17,200 in 2013. The Town has determined that their break-even point is around 20,000 rounds.

Over the last year the Golf course has spent \$200,000 for a brand new irrigation control system due to the dilapidation of the older equipment. There is an Irrigation Master plan being discussed that will encompass \$1.5 million in irrigation repair work throughout the golf course as well. Over the next 5 years the golf course would like to be able to separate the current system from the Cotton Ranch Metropolitan Districts raw water system. Since the project would be a huge undertaking it would be done in phases with 3 holes of irrigation done per year.

Mr. Shroll also reported that the play of the course has been switched as the back nine is now the front nine and vice versa. This was in attempt to draw more visitors back in the Clubhouse to use the new Gypsum Creek Grill.

RECORD OF PROCEEDINGS

COTTON RANCH HOMEOWNERS' ASSOCIATION February 6, 2013 Board Meeting Minutes

2013 Calendar

The Board reviewed the proposed meeting calendar for 2013, noting the next regular board meeting being held on May 1st and the annual member meeting on March 14th. Upon motion duly made and seconded, it was unanimously

RESOLVED to approve the following meeting dates for 2013: Feb. 6, May 1, Aug 7, and Nov. 6 with and the annual meeting scheduled for March 14th. Each meeting location will be determined before the meeting.

Chairman Pohl reported that at the annual meeting for Sky Legend at Cotton Ranch Association they were not able to get a meeting quorum, so he has asked that at the Cotton Ranch annual meeting a notice is sent through email, included with the annual association dues and a sign is put out on Cotton Ranch Drive.

Minutes

The Board reviewed the meeting minutes presented in the board packet. After discussion and by motion duly made and seconded it was by a vote of 6 ayes and one abstention (Director Britt)

RESOLVED to approve the November 7, 2012 minutes as presented.

Board Member Elections

The Board reviewed the seats that would be up at the annual meeting. Both Larry Brooks and Mike Brown have expressed interest in staying on the Board for a full term. Director Hoppin has mentioned stepping down.

2013 Landscaping Common Area Contract

Mr. Jones presented the updated Brush Creek proposal for the common area landscape maintenance for 2013. The Board was satisfied with the maintenance over the last 3 years and recommended to stay with Brush Creek for the 2013 season.

Upon motion duly made and seconded, it was unanimously

RECORD OF PROCEEDINGS

COTTON RANCH HOMEOWNERS' ASSOCIATION February 6, 2013 Board Meeting Minutes

RESOLVED to approve Brush Creek Landscaping contract for \$21,303

FURTHER RESOLVED to ratify the Brush Creek dog station maintenance for \$2,700

Valley Road Tree Study

The Board briefly reviewed the proposal for a tree study along Valley Road. The Board would like to get feedback from owners at the annual meeting before signing off on the contract. The Board will wait to decide on the study at the board meeting following the annual meeting.

Design Review Committee Update

A summary of the new homes submittals to the DRC Administrator was included in the Board pack for review. The Board was pleased with the results of offering the minor application form to homeowners to keep all home and landscaping changes in line with the guidelines of both Associations. Director Britt added that the DRC is running smoothly and they have seen an increase in new home submittals from single lot owners.

Design Review Committee Board Seats

The Board reviewed the current board members and terms. The current DRC Board consists of Larry Britt, Scott Gordon and Lindsey Kraft with Chris Foreman as an alternate. Both Scott and Lindsey are term limited so the DRC has been looking for Cotton Ranch homeowners interested in filling the two seats as well as a second alternate seat. Debra Monroe and Chris Bystrom have both expressed interest in filling one of the open seats. The Board briefly reviewed and would like to get a simple qualification list from both Debra and Chris before they are appointed. The Board will look to appoint at the next scheduled board meeting.

Compliance Update

Director Britt reviewed recent compliance issues and reported everything is going well but the primary compliance issues

RECORD OF PROCEEDINGS

COTTON RANCH HOMEOWNERS' ASSOCIATION February 6, 2013 Board Meeting Minutes

continue to be trampolines, satellite dishes and parking. Mr. Jones reported that Robertson & Marchetti could assist with the compliance if additional assistance is needed. Mr. Jones will provide a proposal at the next board meeting for review.

Financial Statements

Mr. Jones presented the December 31, 2012 financials and reviewed the 2013 preliminary budget which was reviewed at the November meeting. Due to recent collection of several accounts the Association's cash flow has increased significantly. During 2012 the Association's expenses came in slightly over budget mainly due to the collection expense for uncollectible accounts and the added expense for bad debt write offs. The revenues came in enough over budget that the Association increased the fund balance from approximately \$86,000 to \$128,000 before accounting for the delinquent accounts receivable.

The Board reviewed several expense lines in the preliminary 2014 budget. After discussion the Board agreed to increase the compliance expense to \$5,000 and to increase the Tree Spraying maintenance to \$4,000. Upon motion duly made and seconded, it was unanimously

RESOLVED to approve December 31, 2012 financials and

FURTHER RESOLVED to approve the 2013 Budget with the changes mentioned above and set the 2013 dues at \$300 per property.

Accounts Receivable

The Board reviewed the accounts receivable list. The Board discussed all the small late fees on multiple accounts. Mr. Jones reported that the billing company strictly enforces late fees and only waives when asked to. The Board requested that all accounts with \$5.00 or less be waived. Upon motion duly made and seconded, it was unanimously

RESOLVED to approve waiving all accounts with a balance less than \$5 of late charges

RECORD OF PROCEEDINGS

COTTON RANCH HOMEOWNERS' ASSOCIATION February 6, 2013 Board Meeting Minutes

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.

Annual Meeting Agenda

It was noted that the Annual member meeting is scheduled for March 14, 2013. The Board reviewed the agenda for the meeting which will be distributed by Robertson & Marchetti with the notice of the meeting in the annual assessment statements. Mr. Jones briefly reported that a Golf Course representative as well as a Gypsum Creek Grill representative will be at the meeting to review the updates to the course and restaurant. The Gypsum Creek Grill will also bring appetizers to the meeting to showcase their menu.

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 6th day of February, 2013.

Respectfully submitted,



Matt Jones
Secretary for the meeting