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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

May 1, 2013

A Meeting of the Board of Directors of Cotton Ranch Homeowners' Association, Eagle County, Colorado, was held May 1, 2013 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:

- Larry Britt
- Larry Brooks
- Pat Gates
- Bruce Penman
- Tom Pohl

The following Directors were absent and excused:

- Beric Christiansen
- Mike Brown

Also in attendance were:

- Chris Meister, Cotton Ranch Metropolitan District
- Eric Weaver, Robertson & Marchetti, PC
- 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 6:00 p.m. noting a quorum was present.

### Cotton Ranch Metropolitan District

The Chairman of the Metropolitan District Board, Chris Meister joined the meeting to give an update on the several items going on with the District. The District was originally established to provide raw water to all the homes in Cotton Ranch. The District is reviewing the possibility of replacing the aging water system and is going to hire an irrigation specialist to give an assessment.

### Valley Road Trees

Mr. Meister briefly reviewed the Valley road berm and trees and gave historical information on whose responsibility it was to maintain the area. The association board reviewed the current

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maintenance expense of the trees. It was reported that there are several known issues with the current irrigation on the berms as well as the tree placement width to which the Association is looking into possible solutions.

At the last meeting the board discussed getting an arborist to come in and review the current state of the trees and help assess a replacement plan for the future. The Board was in agreement that the Valley road trees provide a natural wall between the neighborhood and Valley road and are of great benefit to the community.

The Board was presented with two different proposals from local arborists to review the trees and give a tree study report. The first bid was from the Brush Creek Landscaping who currently maintains the trees that came in at \$1,650. The second bid was from Ceres Landscaping that came in at \$300.

After discussion and by motion duly made and seconded it was by a vote of 3 ayes and two abstention (Director Britt & Director Pohl)

**RESOLVED** to approve the lesser of the two bids from Ceres Landscaping for \$300

### **Compliance Officer**

At the last meeting, Director Britt reported that he has been doing the compliance patrols as needed throughout Cotton Ranch but he has become a lot busier with work and needed to transfer the responsibilities. Mr. Weaver joined the meeting and reported that Robertson & Marchetti has a new employee who has been doing compliance patrols for other neighborhoods. She would be willing to take over the responsibility from Director Britt starting immediately. The Board discussed the expense of having a third party compliance officer and the time the position would entail. Director Penman reported he knew of several owners in Cotton Ranch who would volunteer their time for compliance and felt there was no need to hire a third party.

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After discussion and upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve hiring Robertson & Marchetti to handle the compliance patrols and fines until the next board meeting with a budget not to exceed to \$1,200 over the next 3 months.

The Board would like to review the progress of the hired compliance officer at the next meeting and whether to continue with a third party or to use volunteers from the neighborhood.

### Compliance

The Board has asked that a springtime reminder be sent out to all homeowners in regards to on-street parking, recreation vehicles, trash cans and include the date for the Town of Gypsum spring clean-up day as well as the pool opening date.

It was reported that the owner of the 11 acre parcel on Black Bear has an out of compliance for sale sign. Mr. Jones will follow up with the current owner about removing the sign or having a compliant sign installed.

### 2013 Calendar

The Board reviewed the proposed meeting calendar for 2013, noting the next regular board meeting being held on August 7, 2013. Director Penman reported that he was not available and asked for the meeting to be moved up a week.

After discussion and upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve moving the next scheduled meeting to July 31, 2013

### Minutes

The Board reviewed the meeting minutes presented in the board packet.

After discussion and upon motion duly made and seconded, it was unanimously

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**RESOLVED** to approve the February 6, 2013 minutes as presented.

### **Design Review Committee**

Mr. Jones reported that the DRC board seat terms for Tom Bashford & Lindsey Kraft were up in 2013. At the annual meeting the Board asked everyone who might be interested in filling one of the seats to send their information and qualifications to the Board to review. The Board received a list of homeowners interested in the open DRC board seats and reviewed the qualifications of the interested owners.

Upon motion duly made and seconded, it was unanimously

**RESOLVED** to ratify appointment of Debra Monroe and Chris Bystrom to the open seats on the DRC Board.

### **Cotton Ranch Entrance Signage Design**

The Town of Gypsum has been working with the DRC in regards to updating the current entrance design incorporating the Gypsum Creek Golf Course in to the sign. The Board felt that because the entrance reflects the Cotton Ranch community as a whole that all of the Association Board should be involved. Mr. Jones will have Leah Mayer forward the current proposed designs to the Board for input. The Board would like to hold a special meeting to review the design and see pictures before an approval is made on the sign design.

### **Tennis Courts**

Several homeowners in Cotton Ranch have requested that the tennis courts that are owned by the Town to be made playable for the community to enjoy. The Board discussed the current state of the three courts and what it would cost to get them back to playable condition. It was reported that the Town of Gypsum has also received request by owners to have at least one of the courts resurfaced in order for it to be playable. The Town has asked the Association if they would be willing to contribute funds to assist in resurfacing one of the three courts. The Board briefly discussed issues with liability and ownership of the courts. The Board would

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like to support but because the courts are not owned by the Association the Board didn't feel their constituents would consider this a good use of Association funds.

Upon motion duly made and seconded, it was unanimously.

**RESOLVED** to deny the funding request to contribute to the Town of Gypsum tennis courts

### **Financial Statements**

Mr. Jones presented the March 31, 2013 financials. The forecast has been updated with all known variances to the original budget.

Upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve March 31, 2013 financials

### **Accounts Receivable**

The Board briefly reviewed the accounts receivable list and will review in greater detail after the due date for 2013 assessments has passed.

### **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 1st day of May, 2013.

Respectfully submitted,

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**COTTON RANCH HOMEOWNERS' ASSOCIATION**  
**May 1, 2013 Board Meeting Minutes**

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Matt Jones  
Secretary for the meeting