

Subject: Weekly Update: Cotton Crossing 9/17/2021

WEEKLY UPDATE
COTTON CROSSING

Hello Board,

Thanks for taking the time to meet with me this week. It was awesome to get a sense of how the Board operates in meeting settings and to hear from homeowners.

9/15/2021 BOARD MEETING RECAP:

The first draft of my minutes from this meeting are enclosed. This draft may be edited or corrected. I find this style of minute drafting works best. My minutes provide the reader with a good understanding of what took place, instead of simply itemizing everything, they receive context. If you prefer another method for drafting minutes then my recommendation is to make this a shared task between a Board member who volunteers to take notes during meetings, and we can merge notes to create one version of minutes that the Board agrees with.

Items **highlighted yellow with red font** are because I need someone from the Board to help fill in gaps or to clarify items if I missed something.

Items highlighted in **aqua blue** indicate I'm taking steps on my end to either provide the information described or some other action.

MAJOR TAKEAWAYS FROM 9/15...

- **Attorney Representation:** I've procured bids from four different attorney's specializing in HOA law for the Board to consider. You should be aligned with an attorney that has a robust understanding of HOA matters and that can help to ensure compliance with things like the changing legislative landscape. Each firm has different pricing, and pricing is billed on an as-needed a-la-carte basis. The TX Legislative resolutions will be drafted by the chosen attorney so, you may want to choose an attorney within the next week so we can open that work order.

The firms include...

1. Thurman & Phillips: <https://www.thurmanphillips.com/>
Based out of San Antonio.
2. Cagle & Pugh: <https://caglepugh.com/>
Based out of Austin.
3. Allen Stein & Durbin: <https://www.asdh.com/>
Based out of San Antonio.
4. RMWBH: <https://www.rmwbh.com/>
Based out of San Antonio.

- **2021 Budget Amendment:** The Board passed an amendment to the 2021 budget that reflects Goodwin's management fees and other changes.

- **2022 Dues:** Raised from \$395 to a flat \$434.00.

- **Street light maintenance:** Glen will take point with contacting electricians to request pricing to take over the maintenance of Cotton Crossing's light poles. Jane said she'd like the ballasts to be converted to LED. I have already sent Glen the contact for Suberg Electric, reputable and reliable vendor I've used in the past.

- **Cornelius Tree Trimming:** Glen said he would be requesting a tree trimming bid from Cornelius for January 2022.

- **Tree Workshop:** Jane will be hosting a tree workshop on **Wednesday 10/13/2021**. The purpose for this workshop is for people who have an issue about tree trimming to vent.

- **Fall Community Garage Sale:** To take place Friday, 10/8 and Saturday, 10/9/2021.

ARCHITECTURAL COMMITTEE:

As of 9/16/2021, the ACC is made up of **Becky Blahnik, Melissa Munson, and Ed Bradley.**

- **TownSq “Architectural Review”** tab has been created, with all three members designated as being the ACC with review credentials.
- **Email Blast to the community** about TownSq and the steps for submitting future modification applications will be dispersed next week with a copy of the new application form.
- I forwarded the Board a copy of the email I sent the ACC on 9/16/2021 with an overview of the submission process, and with information about the benefits TownSq will have.

COMPLIANCE – VIOLATIONS:

- **Upcoming Scheduled Drives:** October, dates TBD.
- **Previous Drive:** 9/02, 9/16.
- **Priority Items:** As provided by the Board and may be updated as needed in the future...
High Grass/Weeds. Weeds in rock beds.
Dead Trees.
Hedges/Shrubs trimmed.
Regular trash Tuesday, Recycling Thursday.
Placement of trash bins and BBQ pits, not an issue, do not write up.
Lawn Parking a concern and should be reported to NB Code Enforcement by the Board too.

- **Smartwebs...** <https://smartwebs.com/login/>

Username: CottonCrossing

New password: CCrossingOA12!

The above credentials will enable Board members to view what’s in the Violations tab; Smartwebs is the platform the Compliance driver uses when uploading items to our *queue* and then to *print*/dispersal to homeowners.

- **Process for Violations:** The driver will perform the compliance visit in the community then upload all violations to a queue in Smartwebs for Goodwin’s team to use when dispersing the letters to their intended recipients. Letters are released from Smartwebs daily, the latest when letters will be released from us is one business day following when violations are added to the queue for printing.

BOARD INPUT NEEDED:

- **Holiday Decorations:** The holiday season is around the corner; what is CCOA’s plan for decorating both monuments? Most communities will decorate their entrance areas either through a committee or will hire a vendor to do this for them. Let me know if you want a quote to decorate both monument areas and I’ll be happy to request a quote from Outdoor Décor, <https://outdoor-decor.com/>
- **Filling of Michaels Seat:** The Board may fill the seat with whomever it wants. John LaBonte has volunteered, his wife has volunteered to help with Treasurer duties.

PROJECTS:

- **Hanz Dr Runoff Issue:** I sent this request to Liberty. Tray has been out of pocket as of 9/03 and is recovering from an injury but said he’ll work on this as soon as he returns. Scope includes removal of debris/crushed granite from streets and replenished at intended beds, the installation of stone or another barrier material recommended by Tray and that he indicate on aerial map where these barriers

would go. Will share his proposal with the Board upon receipt. I asked that he have it to me within the next two weeks but that's flexible unless you need him to provide this info sooner.

EMAIL BLASTS:

A running list of what I've dispersed; please make suggestions on what else you want going out and I'll be happy to help you create those eblasts...

- 9/10: Board Meeting Notice, 9/15/2021
- 9/02: Volunteers Needed – Committees
- 8/24: Volunteers Needed – Committees
- 8/06: Management Change (Goodwin & Company)

ENCLOSED:

- Committee List as of 9/17/2021, I will update as I receive volunteer information
- Board Meeting Minutes 9/15/2021

Attorney Engagement Letters...

- Cagle Pugh
- Thurman Phillips
- RMWBH
- Allen Stein Durbin

UPCOMING MANAGER TIME OFF AND VACATION DATES...

My rule of thumb when away for 1+ weeks (rare) is to appoint an interim manager while I'm away. That won't be necessary for any of the upcoming periods.

OCTOBER:

- **Wednesday 10/6, or Thursday, 10/7.** Right now, I intend on working on Friday 10/8 but I may take that day if there's a delay with my relocation.

NOVEMBER/DECEMBER/JANUARY:

- **Wednesday, 11/3-Sunday, 11/7.**
- Thanksgiving and Christmas are v important to me; I tend to take off in the days leading up to and immediately following these holidays.
- New Years Eve, Friday, **12/31.**
- Thursday, January 28-Monday, January 31.

CONTACT INFORMATION:

Please know I am here for you!

- **Community Manager:** Matthew Perez, **210-447-5582** (cell/fax), Matthew.Perez@GoodwinTX.com
Contact me at my 5582 number during normal working hours M-F. You may provide my 5582 number to homeowners who need to reach us.
- **After Hours Emergency Number:** For exclusive use by Board members only, to report maintenance emergencies requiring immediate attention; This number is NEVER to be provided to homeowners as it's my personal cell phone. **210-993-2099** (cell/text).

All routine items that aren't urgent will be addressed during normal working hours and should be communicated to me via email or at my 5582 number.

Thanks for your partnership and thanks for all you do!

Best,



Matthew Perez

Community Manager

Goodwin & Company

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