

Subject: Weekly Update: Cotton Crossing 9/24/2021

WEEKLY UPDATE
COTTON CROSSING

Hello Board,

Thanks for accepting the boxes yesterday, Glen, and for your help this week as we searched for the property COI.

I was contacted today by Robert Voss of **2215 Gruene Lake Dr**, tel **830-832-4802**, who says there are overgrown bushes/trash, and weeds that are "knee high". This prompted me to reach out to Tray since Tray said his team was already treating this easement against weeds and all other common area easements so, Robert's report conflicts with what Tray told me.

Tray also reached out to me several weeks ago about the runoff concerns we're hoping he can help address; he said he was planning on meeting with Michael to identify the areas in need of barriers, so I wanted to prevent any confusion by informing him that Michael stepped down from the Board last week and to rely on the current Board for guidance. Tray has been recovering from a severe back injury.

9/15/2021 BOARD MEETING:

Thanks Ken and Glen for your notes; I'll merge those notes with mine to have one version of minutes. Major Takeaways Include...

- **Attorney Representation:** Glen, we are not replacing Mr. Free; This also isn't related to the drainage situation. The purpose for attorney representation as discussed during our recent meeting is to have CCOA aligned with an attorney specializing in HOA matters who will handle any items outsourced to them for things like escalated actions for violations, accounts that may become severely delinquent down the line, the initiation of any foreclosure actions, and the drafting of resolutions or the review of any HOA-related items.

I've procured bids from four different attorney's specializing in HOA law for the Board to consider. 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. A 3/5 majority is really all we need to choose an attorney. We can always change the attorney in the future should the Board wish to try a different firm.

Options include...

1. **KEN, RACHEL SUPPORT** Cagle & Pugh: <https://caglepugh.com/>
Based out of Austin.
2. **RACHEL SUPPORTS** Thurman & Phillips: <https://www.thurmanphillips.com/>
Based out of San Antonio.
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. I received the excel file from Glen and will upload it next week.

- **2022 Dues:** Raised from \$395 to a flat \$434.00. I'm communicating this to Goodwin's Bookkeeping team.

- **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...
Will not deviate from the following items:
High Grass/Weeds. Weeds in rock beds.
Dead Trees.
Hedges/Shrubs trimmed.
Regular trash Tuesday, Recycling Thursday.
Metal garden fixtures/decorations and the 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:

- **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.

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...

- 9/22: Community Wide Garage Sale, 10/8-10/9/2021
- 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:

- Updated amended 2021 Budget as provided to us by Glen

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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