

**Subject:** Weekly Update: Cotton Crossing 10/1/2021

**WEEKLY UPDATE**  
**COTTON CROSSING**

Hello Board,

Happy Friday!

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Remember that I'll be away next week beginning Wednesday, 10/6 and will return on Monday, 10/11. Anything sent to me during that period won't be seen until I return on Monday, 10/11; all items will be processed in order of receipt as I'm sure to return to a long queue of emails.

**I WILL BE AVAILABLE TO RESPOND TO MAINTENANCE EMERGENCIES VIA CELL PHONE.**

Thank you in advance for your patience during that period.

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Thanks everyone for your participation this week as we worked through some important items together. Now, we need to schedule an very quick Board meeting to pass the resolutions enclosed.

**BOARD ACTION ITEMS:**

- **Resolutions:** Cagle Pugh sent us the resolutions the Board will want to adopt to comply with parameters outlined by the Texas Legislative update effective 9/2021.

What I need from the Board is simply to schedule the meeting for when this action will take place.

One of the new requirements is that we give a minimum of 144 hours (6 days) notice to homeowners about meetings; that said, the soonest I can meet will be during the week of 10/26.

After being approved in the open meeting, which may be held during normal working hours, or after hours, virtual or in person; this should be a very quick meeting; The resolutions will be signed by the Board Secretary before a notary (possibly) at their banking institution or through a third party notary, then those wet copies will be given to me to be filed with the County; The recorded resolutions will then be added to TownSq and included in future resale packages. Most bank institutions offer complimentary notary services for their customers.

- **Filling of Michaels Seat:** Again, the Board may fill the seat with whomever it wants. John LaBonte has volunteered, his wife has volunteered to help with Treasurer duties. We've determined that it may be best to only have one of them serve in either capacity; they probably shouldn't be allowed to serve in both capacities. However, I'll support whatever the majority wants to do. The decision to appoint either of them to a position will be ratified at a future Board meeting.

- **Robert Voss** asked if the Board would consider deeding the easement to him so he can take care of it and so he can take ownership of the sliver of property.

**THIS WEEK:**

- **HOA Attorney:** Thank you, Glen, Ken, Madison, and Rachel for approving the engagement with Cagle Pugh; Rachel signed. Enclosed is the signed letter for your records.

- **ARC/ACC TownSq:** The Committee, Becky Blahnik, Melissa Munson, and Ed Bradley interacted with TownSq's "Architectural Review" functions this week. We did a test run using Ken as the applicant and went through all options together so the Committee could see what it would look like when a real

application is processed through the platform. Melissa and Ed said the program is simple to use and straight forward.

- **ACC Email Blast to the community** dispersed via TownSq on 9/28 with copy of application form, and clear instructions about how to submit applications to Goodwin.

### UPCOMING 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. If you wish to have me disperse an email blast about this, please let me know what TIME the session will take place and WHERE.

### COMPLIANCE – VIOLATIONS:

There was a drive yesterday, 9/30; visit Smartwebs to see what was processed.

- **Upcoming Scheduled Drives:** October dates TBD.

- **Previous Drive:** 9/02, 9/16, 9/30,

- **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.

### 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...

- 9/28: Architectural Reviewer Application Form – TownSq ARC Process

- 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)

### UPCOMING MANAGER TIME OFF AND VACATION DATES...

**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](mailto: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.

#### ENCLOSED:

- Attorney engagement letter, Cagle Pugh, signed by Rachel
- ACC/ARC Review Application Form
- Resolution, ACC Review Procedures Guidelines
- Resolution, Chapter 209 Hearing Procedures
- Resolution, Contract Procurement Policy
- Resolution, Security Measures

Thanks for your partnership and thanks for all you do!

Best,



**Matthew Perez**

Community Manager

**Goodwin & Company**

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