

Subject: Weekly Update: Cotton Crossing 10/15/2021

WEEKLY UPDATE
COTTON CROSSING

Hello Board,

Happy Friday!

UPCOMING MANAGER LEAVE DATES...

- I'll be in Rhode Island visiting family beginning on Wednesday, 11/3, and will return to work on Monday, 11/8. -

POTENTIAL MEETING DATES...

- **Budget/Resolution Approval Meeting:** The soonest I can hold the meeting to approve the 22 budget and the resolutions will be...

Tuesday, 11/2,

Tuesday 11/9,

Wednesday, 11/10. I think we can and should fit this important meeting in ASAP because Goodwin's Billing Dept is processing statements for all clients we manage, CCOA will be behind other association's that have already submitted their approved budget to us.

If Goodwin is expected to have all statements dispersed by 12/1 then we need the budget approved ASAP. If unable to meet the 12/1 deadline then that will result in the "late date" needing to be designated as 2/28 instead of 1/31 to satisfy the 30-day minimum requirement before the possibility of an unresolved account being deemed past due.

I don't want anyone to think it's the end of the world if we don't meet that 12/1 deadline, we'll adapt with the playing field.

- **Meeting Notice Requirement – 144 days:** Per changes to legislation, we're now required to provide homeowners with a minimum of 144 hours or 6 days' notice of meetings of the Board. That said, I need the Board to confirm any of the three dates listed above and provide a time/location for where the meeting will take place. It can be via ZOOM or in person; I'm open to either however, my schedule does fill up so the sooner we confirm a date the better.

THIS WEEK:

- **2022 Budget Items:** Glen is putting together the 22 budget proposal for the Board. He asked for pricing from Liberty, I confirmed with Tray and pricing will not change for 2022 and CCOA currently pays \$2,914.28/month after taxes.

Special Insert: When sending out the 1/2022 Statement, which will be released by 12/1/2021, the Board wants to include an option for people to indicate that they are only able to receive notices via hard copy mailers. This is meant to establish a record of those who don't use electronic means of communication. Mailers are always a hard cost to the association. Goodwin typically only mails the statements to members and the annual meeting notice.

- **Filling of Board Seat:** John LaBonte has been appointed to serve the remainder of the term for the seat vacated by Michael. This action will be ratified at a future Board meeting.

- **Vendor Point of Contact:** I'll assist the Board with contacting vendors moving forward to gather information to Board questions or to communicate special requests. I don't enter into contracts/agreements on my own as that's a Board action, I also won't approve any a-la-carte services from vendors without first acquiring authorization from the Board.

- **Meeting Minutes:** Per Board takeaways from the workshop, minutes from meetings will be published to TownSq even while still as a draft. I'll complete this **next week** to upload the minutes from our first meeting together and will publish them as a draft that will be approved by the Board at a future open meeting.
- **Newsletter Ideas:** The Board is considering a newsletter so I've shared ideas and recommendations to mobilize a group of volunteers to make this happen. Please let me know if I can help.
- **Tree Workshop:** Jane or anyone else who was there, please share any takeaways from the Tree Workshop. Hope that was a productive session.
- **Garage Sales:** I've asked the Board to weigh in on the subject of garage sales which are prohibited per the documents, but I think the Board might want to establish reasonable guidelines on how to approach garage sales since there's no way to prevent them anyway. The Patel's are asking if they can hold a garage sale, I'm asking for help with how to respond to them.

COMPLIANCE – VIOLATIONS:

The Compliance Driver was in the community on 10/14 and opened five violations. You may browse open violations in Smartwebs by logging in using the credentials below.

- **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.

- **Upcoming Scheduled Drives:** Tentatively scheduled for Thursday, 10/14, Thursday 10/28.

- **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.

- **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...

- 10/12: Tree Workshop 10/13/2021 Reminder
- 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.** I'll be in Rhode Island between these dates.
- 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'm 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.

ENCLOSED:

- 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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