

Subject: Weekly Update: Cotton Crossing 10/22/2021

WEEKLY UPDATE
COTTON CROSSING

Hello Board,

Happy Friday! Let's please confirm the date/time/location for our Board meeting in 11/2021; need at least 4/6 of you to be available to meet so to have quorum. Ideally, you'd all be present but we can proceed with a majority.

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. -

UPCOMING LEAVE – KEN...

- Ken will be unavailable from 10/17 to 10/27 while he visits his daughters in Hawaii.

UPCOMING BOARD MEETING...

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

Tuesday 11/9,

Wednesday, 11/10,

Thursday, 11/11,

Monday, 11/15

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.

- **Meeting Notice Requirement – 144 days:** We're 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 the date/time/location ASAP; It can be via ZOOM or in person; I'm open to either.

THIS WEEK:

- **Community Garage Sale:** Spring date confirmed for Friday, 4/1, and Saturday, 4/2. I suggested email blast and need Board support to disperse it...

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Dear Neighbors,

*The Board of Directors has heard from those of you who are interested in community garage sales to purge sale items from your garages and closets. For 2022, we intend on have at least one community sale in Spring on **Friday, April 1, and Saturday, April 2, 2022**; participation in the sale is at the discretion of each homeowner.*

Individual garage sales remain prohibited per the governign documents; hosting a community sale is a happy compromise. Please remember there are online sales forums like Facebook Marketplace, Craigslist, Ebay, etc. if needing to purge items ahead of the community-designated sale dates.

Kind regards

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- **2022 Budget Items:** Glen is putting together the 22 budget proposal for the Board. Tray confirmed 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, target release date is 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.

COMPLIANCE – VIOLATIONS:

The next Compliance visit will take place on **10/28**. 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 10/28.

- **Previous Drive:** 10/14, 9/30, 9/16, 9/02.

- **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...

DECEMBER/JANUARY:

- 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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