

Subject: Weekly Update: Cotton Crossing 10/29/2021

**WEEKLY UPDATE
COTTON CROSSING**



Hello Board,

Wishing everyone a happy and safe Halloween weekend.

UPCOMING MANAGER LEAVE DATES...

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

I'll be working on Monday and Tuesday, 11/1-11/2 on administrative items from my computer. -

UPCOMING MEETING DETAILS

- **PURPOSE:** To ratify the decision to appoint John LaBonte to fill the seat recently vacated by Michael Blahnik; and for the purpose of approving the 2022 budget. The Board previously determined there would be no increase to the annual assessment for 2022.

DATE: Monday, November 15, 2021

TIME: 6:30 p.m. Central Time (US and Canada)

LOCATION: Virtual session via ZOOM...

<https://us06web.zoom.us/j/87821060213>

Meeting ID: 878 2106 0213

Or dial by telephone...

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 878 2106 0213

Find your local number: <https://us06web.zoom.us/j/kc9efLVj9r>

- **NOTICE - Email Blast:** Minimum notice requirement is 144 hours (six days) ahead of the meeting; I'll disperse notice prior to my leave on 11/3 with a reminder on 11/9.

THIS WEEK:

- **Community Garage Sale:** Spring date confirmed for Friday, 4/1, and Saturday, 4/2. Email blast dispersed on 10/28.

- **2022 Budget Items:** Glen is putting together the 22 budget proposal for the Board to be approved at our 11/15 Zoom meeting.

Special Insert: "Dear Homeowners,

The Board of Directors wants to be mindful that we have homeowners who do not use email communication and who won't be signing up on TownSq, which will be the primary CCOA method of communication moving forward. All homeowners will receive two different letters annually:

1) statements for the annual assessment, and

2) notice about the annual meeting of the membership.

All other communication about neighborhood happenings will be shared electronically through TownSq.

Please check box (INSERT BOX) if you're someone who doesn't utilize email communications and would like to have reminders or other notices sent to you via first class mail. Please note that CCOA is responsible for all postage fees.

Note that the Board of Directors may make reasonable accommodations and physically mail items to those who check the above box when deemed necessary by the Board."

COMPLIANCE – VIOLATIONS:

A Compliance visit took place on 10/28. You may browse 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:** November dates TBD.

- **Previous Drive:** 10/28, 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...

- 10/28: Save the Date - Community Garage Sale 2022

- 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:

- Violation List generated from Smartwebs containing data as of 10/29/2021
- 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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CELL: 210-447-5582

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