

Subject: Weekly Update: Cotton Crossing 11/12/2021

WEEKLY UPDATE
COTTON CROSSING

Hello Board,

I look forward to our session next week!

UPCOMING MANAGER LEAVE DATES...

- Be advised that I'll be out of the office between Tuesday, Nov 23-26, returning on Monday, Nov 29th. -

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 voted to raise 22's dues by 10%.

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:** Notice dispersed via TownSq and via VMS on 11/3 containing agenda/minutes/resolutions; Minimum notice requirement is 144 hours (six days) ahead of the meeting.

- 2022 Budget / Statement Mailing:

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 11/11. You may browse violations in Smartwebs by logging in using the credentials below. I've also enclosed the report of open violations as of 11/12/2021 in this update for you.

- **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 **Thurs 11/25. Will be rescheduled due to holiday.**

- **Previous Drive:** 11/11/10/28, 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...

- 11/03: Board Meeting Notice 11/15/2021 via Zoom
- 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:

- Christmas; I will be off 12/21-12/24.
- New Years: I will be off 12/31.
- Thursday, 01/28-1/31.

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 11/12/2021
- Resolution, ACC Review Procedures Guidelines
- Resolution, Chapter 209 Hearing Procedures
- Resolution, Contract Procurement Policy
- Resolution, Security Measures
- Agenda for 11/15 meeting
- 2022 Budget proposal from Glen

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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