

Subject: Weekly Update: Cotton Crossing 11/19/2021

WEEKLY UPDATE
COTTON CROSSING



Hello Board,

I will be out of the office for the majority of next week, only working on Monday so an update next week will not be provided, we will resume weekly updates on 12/3/2021.

Wishing you all a wonderful Thanksgiving holiday with your families. Please remember that I am available to respond to emergent issues, do not hesitate to contact me via cell phone with true emergencies. Routine day to day items will be resumed upon my formal return following the holiday.

UPCOMING MANAGER LEAVE DATES...

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

GOODWIN OFFICE CLOSURE...

Goodwin's office will be closed on 11/25 and 11/26.

BOARD MEETING 11/15/2021

Thanks for this week's meeting.

ACTION RECAP...

- **Minutes from last meeting** were approved as written and as uploaded to TownSq; Minutes without watermark will be uploaded later. Rachel motioned, Ken seconded, motion carried.
- **Ratified John's seat on the Board:** Ken motioned, second from Jane, Board unanimous with decision.
- **Resolutions:** All four resolutions were approved by the Board. Madison to sign as Secretary before a notary. I will pickup wet/original copies during the week of 12/7/2021. Jane motioned to approve all resolutions, John seconded, motioned carried with unanimous support.
- **Budget:** Approved with all of Glen's recommendations as shared with us through Jane. Ken motioned to approve with Glen's suggestions, second from John, motion carried with unanimous support.

DRAFT MINUTES FOR 11/15...

To be made available week of 12/7 and uploaded as "draft" to TownSq.

2022 ANNUAL BILLING...

As stated in email dated 11/17/2021, Goodwin is processing annual billing with

- the insert letter containing mail consent requests for those who don't use email, and a reminder to register on TownSq; the mailer will also contain
- the statement for 1/2022.

Annual billing mailers are slated to be dispersed next week, date TBD.

It will not contain a copy of the 2022 budget because we do not have a copy of the final approved budget and the copy we had was the proposal that was both fuzzy and took up about 4 pages. We will publish the approved 2022 budget to TownSq once the final Excel worksheet is able to be shared with me so I can consolidate it to 1 page.

MAIL CONSENT FORMS...

The mail consent form is intended for the folks who don't use email and won't be registering on TownSq; I have provided instructions on how to get those forms back to me so I can help to establish that initial list of homeowners for the Board.

COMPLIANCE – VIOLATIONS:

The next compliance visit is scheduled for **Tues 11/23**.

- **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 **Tues 11/23**.

- **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

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:

- CCOA Proposed 2022 Budget & Docs as submitted by Glen, need final 2022 excel worksheet please
- Insert SCCA Mail Consent Form 2022 Billing, opt in for mail and TownSq reminder

Thanks for your partnership and thanks for all you do!

Best,



Matthew Perez

Community Manager

Goodwin & Company

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