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# WELCOME

Cottonwood Square & Commons  
**HOA Community Meeting**  
**AUGUST 2023**

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# OUR AGENDA

1. Welcome
  2. Community Updates
  3. Community Reminders
  4. Review Financials
  5. Meet HOAMCO
  6. Discuss Features & Services
  7. Initial Priorities
  8. Landscaping Requests
  9. Looking Ahead (2023-2024 major projects)
  10. Wrap Up
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# WELCOME

*We're glad you're here*

# Who We Are - By the Numbers

- 174 units in the community + the clubhouse & pool area
- 3 main entryways (Elm St, Camino Real, 16th St)
- 239 current residents on record
- 10% of units owned by Trust or LLC
- 94 residents signed up for email updates
- 48 members of Facebook community (closed group not open to general public)
- 54 resident contacts submitted since Jan 2023
- 17% average attendance for in-person & Zoom community meetings
- More than 10 submissions for last year's Holiday Decorating Contest

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# SHOW OF HANDS

How many years have you been  
a resident of our community?

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Less than 1 year > 1-2 years > 3-5 years > 10+ years > 15+ years

# Who We Are - the current HOA Board

**AMANDA**

President, joined 2020

**EARL**

Vice President, joined 2022

**BEVERLY**

Member, joined 2023

*Special thanks to Maria, Starr, & Linda F. for their service and commitment to our community ~*

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# SHOW OF HANDS

— Have you served on our board or  
design committee? —

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# MESSAGE FROM THE PRESIDENT

- Where it started
  - The cycle of board members
  - Filling in the blanks
  - Minding the gaps
  - Assessing our needs
  - Feet on the ground - a lost art
  - Transparency & gossip
  - Making our HOA dollars work harder
  - Where we are now
  - Where we are headed
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# COMMUNITY UPDATES

*Progress behind the scenes*

# WHAT'S BEEN HAPPENING

1. Graffiti painting
  2. Irrigation repairs
  3. Street sweeping
  4. Broken lights at Camino Real entryway
  5. Extra cleanup efforts for debris before & during monsoon seasons
  6. Change in landscaping companies
  7. Multiple deceased cats found throughout the community
  8. Repeat parking offenders - towing will be enforced
  9. Unauthorized changes to property exterior
  10. Airbnb rentals
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# WHAT'S BEEN HAPPENING

1. Increase of incidents at the pool
  2. Alcohol at the pool
  3. Climbing the metal stake fencing
  4. Additional cleaning services needed for the pool
  5. Broken glass table
  6. Propping the gate open after hours
  7. Repeat lock outs for folks leaving after 8:15pm
  8. Irresponsible trash handling
  9. Unauthorized pop-up tents
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# COMMUNITY REMINDERS

*Good things to know about where you call home*

# Did you know?

## POOL

1. Pool is open daily from 8am - 8pm
  2. Gates automatically lock by 8:15pm
  3. Free wifi available - password is changed regularly
  4. Swapping old pool key cards
  5. Pool season closes on Sunday, October 22nd
  6. Report issues to the HOA
  7. Reasons pool access can be restricted
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NO

**ALCOHOL**

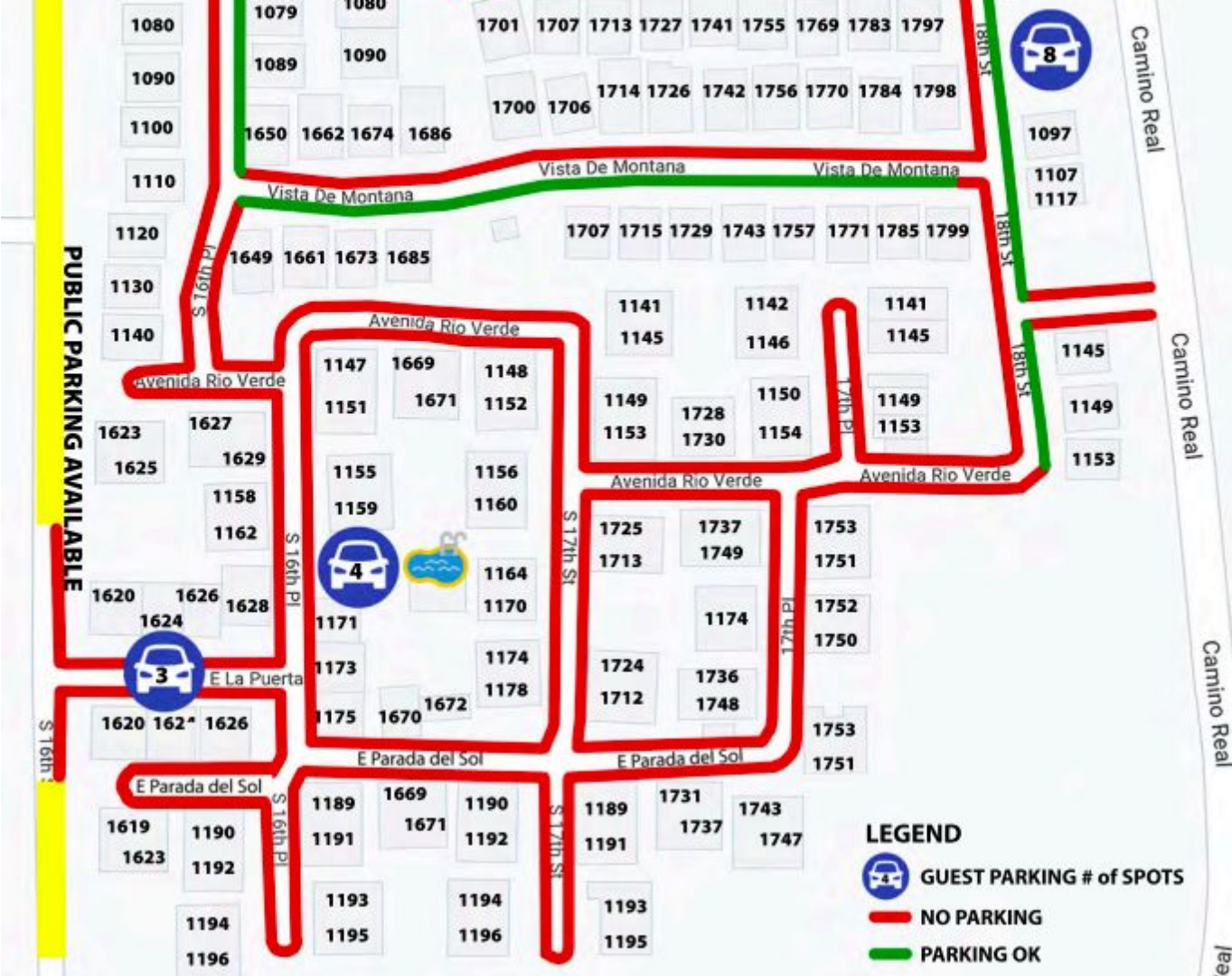
**Did you know?**  
**RESOURCES**  
**CSCHOA.com**

- All newsletters, policies, meeting minutes
  - Private Garage Sale guidelines
  - Landscaping Guidelines & Plant Selections
  - Submit Landscape Requests online
  - Design Guidelines - online house paint requests & exterior changes
  - Community HOA Violation process
  - Event Calendar
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**Did you know?**  
**PARKING**  
**CSCHOA.com**

1. Request long term, guest, or special use parking pass
  2. Towing policies with current fees
  3. 24 Hour Towing Notices
  4. Parking rules & guidelines
  5. Digital map with allowed & not allowed parking areas
  6. Residents should educate guests & tenants about parking
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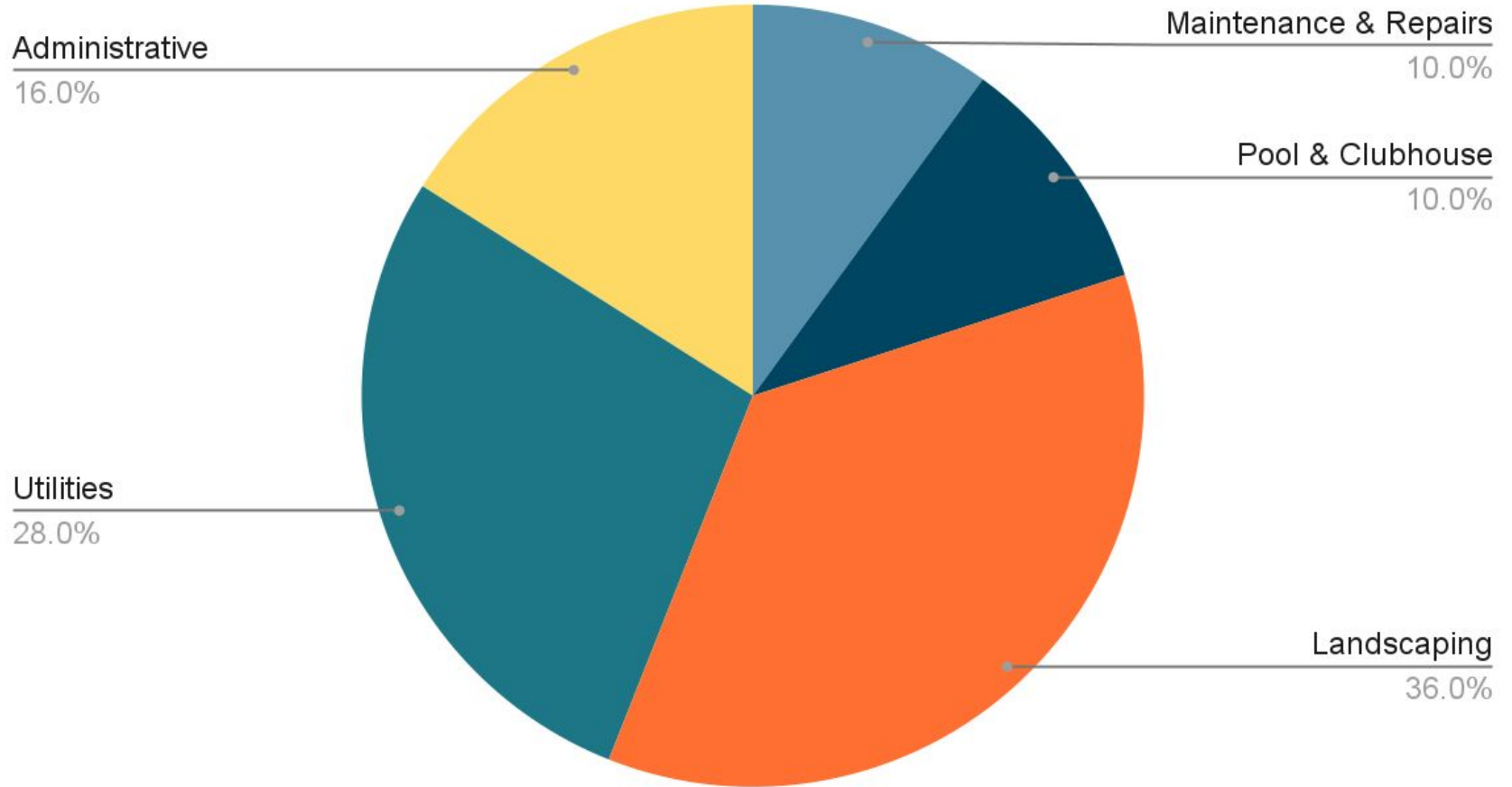




# OUR FINANCIALS

*Learn how our HOA funds are managed*

# Where Our HOA Dollars Go



# FINANCIAL HEALTH

- HOA statements posted to CSCHOA.com quarterly
- 2022 Budget vs Reserve Funds
- 2023 Annual Budget
- 2024 Annual Budget finalized in November
- June 2023 Financials
  - \$40k under budget
  - \$7k back into reserves
  - \$91k in checking account
  - \$250k in reserve funds

## Homeowner Information

Every homeowner who has purchased a home in the Cottonwood Square & Commons neighborhood is a Member of the Cottonwood Square & Commons Homeowners Association and has legally agreed to abide by these documents. The homeowner is also legally responsible for ensuring that all of their guests and tenants (if applicable) abide by these same rules.

- [Cottonwood Square & Commons Covenants, Conditions, and Restrictions \(CC&Rs\)](#)
- [Cottonwood Square & Commons HOA 2023 Community Budget](#)
- [Cottonwood Square & Commons HOA June 2023 Financial Statement](#)
- [HOAMCO - website to contact the property management company](#)
- [Senate Bill 1531 - Affects How HOAs bill their Homeowners](#)
- [CSC HOA Private Garage Sale Guidelines](#)
- [CSC HOA Community Violation Overview](#)

# LOOKING AHEAD

*Meet the HOAMCO team and learn what's changing*

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# HOAMCO INTRODUCTIONS

— Meet the new management team —

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# CONTACTING YOUR HOA

- Use available methods so inquiries/requests can be tracked effectively
  - **NOT** after today's meeting
  - Why it's important to email board@cschoa.com vs Shane
  - Do **NOT** contact board volunteers directly
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# WAYS TO CONTACT YOUR HOA

## By Phone:

(928) 282 - 4479

(844) 744 - 4316

*\*after hours, holiday & HOA emergency hotline*

## By Email:

board@cschoa.com

sray@hoamco.com

## By Mail:

HOAMCO

35 Bell Rock Plaza

Suite A

Sedona, AZ 86351

## Contact Us via Website:

[www.CSCHOA.com](http://www.CSCHOA.com)



# Patience.

- A relationship 10+ months in the making
- 60 day period to transition from Kinney Management
- 90 day transition period to take on HOA list of needs - started August 1st

# CURRENT TRANSITION PROGRESS

- Payments processed by Kinney Management will be transferred to HOAMCO and applied to your HOA assessment
  - No late fees for August payments received before 9/1
  - Contact HOAMCO with your current contact information
  - Late, collection, or delinquent fees previously assessed will be under review by the board
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# FEATURED SERVICES

*A review of what's available to you & how to sign up*

# RESIDENT TOOLS

- Electronic statements
  - Enroll in automatic payments drawn from your checking account
  - Pay one-time payment online with credit card or check
  - Submit maintenance request online (for HOA managed areas)
  - Resident Login to access the Caliber portal
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HOAMCO®

HOMEOWNERS ▾ BOARD ▾ SERVICES ▾ NEWS ▾ CONTACT \$ MAKE PAYMENT 📄 REQUEST PROPOSAL

📄 RESALE DOCS

- MAINTENANCE REQUEST
- RESIDENT LOGIN
- UPDATE YOUR INFORMATION
- SATISFACTION QUESTIONNAIRE

# THE INDUSTRY COMMUNITY ASSOCIATION MANAGEMENT

Make a Payment

Request a Proposal



# CONTACT INFORMATION

- Having your current email or phone number allows the HOA to address issues more efficiently
  - The HOA and property management company may need to reach you in case of an emergency
  - Saves money on printing, admin, and postage costs
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# FACEBOOK GROUP

- Closed group for only residents of our community
  - Everyone is encouraged to post items for sale or promote upcoming garage sales within our closed group
  - Do not use Facebook to report issues or repairs - contact HOAMCO or the board directly
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# What's Next

- First step is becoming official with HOAMCO - the paperwork
- Next up is to transition management of HOA vendors, contractors, and requests



# TRANSITION PERIOD - 3 months

- Administration
- Accounting
- Vendor Management
- Landscaping
- Security System
- Pool Management
- Pest Control
- Parking & Towing
- Parking Passes
- Technology
- Onsite Needs
- Emergency Support
- Resident Support
- Resident Communications
- Clubhouse Management
- Violations & Legal Escalations
- House Paint Requests
- Design Requests
- Signage
- Inventory & Supplies
- Construction
- Maintenance & Repairs
- Compliance of CCRs
- Decor & Design Guidelines

# INITIAL PRIORITIES - remainder of 2023

- Street sweeping services & monsoon season preparedness
- Complete drainage project along 17th St
- Research sandbag options for addressing monsoon season flooding needs
- Install catch basins along 17th St & 17th Place
- Fix washout area along 16th St
- Repair damaged sidewalk along Camino Real (if not the City's responsibility)
- Fix exterior damaged wall along 18th St
- New pool signage as required by the State based on results from the recent inspection
- Centralize daily pool water testing results for City Inspector
- Fix several electrical repairs throughout the clubhouse, pool area, entryways, and common areas
- Repair metal stake fencing surrounding the pool
- Elevate landscaping @ Elm St and Camino Real entryways (16th St tbd)

# INITIAL PRIORITIES - remainder of 2023

- Return visit from the certified arborist to assess trees
- Remove dead trees & shrubs
- Tree pruning for any branches overlapping rooflines
- Ongoing irrigation repairs and plugging unused open emitters
- Add boulders & drought tolerant plants to homeowner front yards with no landscaping
- Collecting updated contact information for homeowners & renters
- Aggressive termite treatments for infested landscaping
- Identify & remove rat pack nest areas
- Additional pest control at the clubhouse for bats & mice
- Install KnoxBox used by the Cottonwood Fire Department
- Replace parking bumpers & ballards along established parking spots
- Complete Fall fertilizing application & outstanding winter pruning requests

# LANDSCAPING - if still outstanding

- 1784 Vista de Montana
- 1771 Vista de Montana
- 1726 Vista de Montana
- 1715 Vista de Montana
- 1770 Vista de Montana
- 1798 Vista de Montana
- 1799 Vista de Montana
- 1757 Vista de Montana
- 1686 Vista de Montana
- 1674 Vista de Montana
- 1620 E Calle Corta
- 1146 17th Place
- 1154 17th Place
- 1751 17th Place
- 1070 S 17th St
- 1080 S 17th St
- 1141 S 17th St
- 1174 S 17th St
- 1189 S 17th St
- End of 17th St (near Avenida Rio Verde)
- 17th St cul-de-sac (near Fir St)
- 17th St & Arroyo Seco

# LANDSCAPING - if still outstanding

- 16th Place & Parada del Sol
- 1019 S 16th Place
- 1049 S 16th Place
- 1080 S 16th Place
- 1140 S 16th Place
- 16th Place & 1120 Vista de Montana
- 1147 S 16th Place
- 1155 S 16th Place
- 1194 S 16th Place
- 1649 S 16th Place
- 1039 S 16th Place
- 1701 Arroyo Seco
- 1706 Arroyo Seco
- 1714 Arroyo Seco
- 1727 Arroyo Seco
- 1741 Arroyo Seco
- 1755 Arroyo Seco
- 1769 Arroyo Seco
- 1770 Arroyo Seco
- 1107 S 18th St
- 1057 S 18th St
- 18th St common areas

# LANDSCAPING - if still outstanding

- 1671 E Parada del Sol
- 1672 E Parada del Sol
- 1620 E Parada del Sol
- 1669 E Parada del Sol
- 1751 E Parada del Sol
- 1752 E Parada del Sol
- 17th St & Parada del Sol
- 1624 E Parada del Sol
- 1736 E Parada del Sol
- 1623 Avenida Rio Verde
- 1671 Avenida Rio Verde
- 1713 Avenida Rio Verde
- 16th Place & Avenida Rio Verde
- Avenida Rio Verde & 18th St
- 17th Place & Avenida Rio Verde
- Checking for invasive tree species (ie: Tree of Heaven)

PLANNING FOR TOMORROW  
TODAY

# 2023-2024 MAJOR PROJECTS

- Replace drip irrigation throughout the community in semi-annual phases
- Replenish gravel after irrigation replacement project for all HOA managed areas
- Additional landscape planting based on improved irrigation management
- Replace speed bumps throughout the community
- Create new resident parking areas
- Replace the picnic tables & grills at the gazebo areas
- Add community sign & create entryway at 16th St & La Puerta
- Basic remodel of clubhouse to provide fitness room and reading/game room areas managed by key card access
- Repair & repaint clubhouse
- Replace the AC unit at the clubhouse
- Security Upgrade Phase 2
- Repair clubhouse sidewalk & plan for accessibility needs as required by the State (Handicapped Parking, etc.)



# 2023-2024 MAJOR PROJECTS

- Research monsoon-proof shade options for the pool deck
- Improve process & fees for residents to rent clubhouse & pool areas for private use
- Add sitting benches along common areas
- Community-wide garage sale
- Repaint house number signs
- Add container plant landscaping around clubhouse, pool, entry ways, and common areas
- Replace windows & doors/door sweeps at the clubhouse
- Revising the violation process for a more effective & fair policy

# Accountability.

- Community meeting in the Fall or Winter - TBD
- Residents need to follow up on requests & issues after this meeting
- Understand responsibilities are changing hands - some requests may get missed in the shuffle - you are responsible for follow up as well!

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# WRAP UP

Follow up via email or phone AFTER the meeting

— Helping hands can help with chairs. —

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# THANK YOU FOR JOINING US

— Visit **CSCHOA.com** for resources —  
and contact information.

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