

**COTT SQUARE COMMONS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

November 13, 2024, at 6:30 PM

At the Clubhouse at CSCHOA and via Zoom

I. CALL TO ORDER

The meeting was called to order at 6:30 PM.

II. DETERMINATION OF QUORUM

A quorum was determined to be present.

III. MINUTES

The Board reviewed and approved the minutes from the September 18, 2024, Board of Directors meeting.

IV. FINANCIALS

The Board approved the August and September 2024 financials. Shane led a discussion on filing taxes on a cash basis to reduce costs while maintaining accrual accounting. The 2024 engagement letter for the new CPA firm was signed by a board member.

V. OLD BUSINESS

- **HVAC Service and Filter Change:** Shane reported issues with the clubhouse HVAC system and plans to contact Wilson HVAC for servicing.
- **Landscaping:** Shane expressed satisfaction with landscaping progress but raised concerns about quality. The Board agreed that Brandon should focus more on team management.
- **Arborist and Tree Maintenance:** The Board discussed potential removal of a large tree growing too close to the building and the use of systemic herbicide to prevent regrowth.
- **Tar Removal:** Brandon's bid for tar removal and curb painting was reviewed and approved.
- **Purchase of Vacuum and Extension Duster:** Shane was tasked with ordering a new vacuum cleaner and extension duster for the clubhouse.
- **Architecture Review Committee Updates:** Updates were provided on policies for doors, outdoor lights, and house signs.
- **Pool & Decking Maintenance:**
 - New pool net ordered for leaf removal.
 - Contractor discussions for periodic hot water cleaning of decking.
 - Pool draining scheduled every 3-5 years due to chemical buildup.
 - Pool chemical testing to be conducted seven days a week.

- **Insurance for Clubhouse Cleaning and Pool Chemicals:** The Board discussed risks associated with hiring uninsured contractors. Options were considered, including a waiver for small jobs and engaging a professional service for pool maintenance.
- **Clubhouse Bathroom Auto-Off Switches:** Brandon's bid of \$100 for installing auto-off switches and replacing light bulbs was approved.
- **Boardroom Light Bulb Replacement:** The necessary materials will be ordered once Shane provides a link to the required items.

VI. NEW BUSINESS

- **Updated Collection Policy:** Board members signed the updated collection policy.
- **Corporate Transparency Act Compliance:** The Board discussed the upcoming Corporate Transparency Act requirements, including a one-time fee for Hoamco to handle compliance. Board members were given the option to opt-in by December 15, 2024.

VII. OPEN FORUM

- **Homeowners Association Issues:** Linda reported an issue with brown, rusty water, potentially caused by a damaged water line in the area. The Board will monitor the situation.
- **Community Events:** The low attendance at the recent open house event led to its cancellation for 2025.
- **Elections:** Board elections were discussed, with statements of interest being sent out for open board positions.

VIII. NEXT MEETING DATE

The next meeting was confirmed as the **Annual Meeting on January 29, 2025**.

IX. ADJOURNMENT

The meeting was adjourned at 8pm.