



Spring

2021

PO Box 683  
Gulf Shores, AL 36547  
E-mail: [Info@cottonbayhoa.com](mailto:Info@cottonbayhoa.com)  
Website: [www.cottonbayhoa.com](http://www.cottonbayhoa.com)

**Board Members**

**John Paul Jones – President**  
251-233.9662  
[cbhoa.president@gmail.com](mailto:cbhoa.president@gmail.com)

**Vice President**  
Not filled at this time

**Melinda Jones- Acting Treasurer**  
[cbhoa.treasurer@gmail.com](mailto:cbhoa.treasurer@gmail.com)

**Melinda Jones – Secretary**  
[cbhoa.secretary@gmail.com](mailto:cbhoa.secretary@gmail.com)

**Kenn Krouse –Landscaping Chairman**  
[cbhoa.landscaping@gmail.com](mailto:cbhoa.landscaping@gmail.com)

**Larry Rideout – Website Chairman**  
[cbhoa.website@gmail.com](mailto:cbhoa.website@gmail.com)

**Gwen Rideout – Modification Chairman**  
[cbhoa.modification@gmail.com](mailto:cbhoa.modification@gmail.com)

**Enforcement**  
Not filled at this time

**CBHOA Annual Meeting**

**When:** May 8, 2021 Saturday @ 2:00pm  
**Location:** Activity Center  
260 Clubhouse Dr. Gulf Shores, Al 36542

**CBHOA Special Assessment Meeting**

**When:** May 8, 2021 Saturday @ 3:00pm  
**Location:** Activity Center  
260 Clubhouse Dr. Gulf Shores, Al 36542

Please send in form letting us know if you are attending & how many are coming. Do to Covid the Activity Center will only hold 50 people max. The City of Gulf Shores is requiring social distancing, mask is mandatory, no food or drinks can be provided. You may also vote by proxy (See Form) 1 vote per address.

If you are interested in being a Board Member please write your name on the Ballot. You must be present for the annual meeting to be elected to the Board. We need 4 or 5 new Board members. Please consider joining.



**COTTON BAY HOMEOWNERS ASSOCIATION, INC.**  
**2021 BUDGET**

<b><u>EXPENSES</u></b>		
Accounting Fees & Tax Return Preparation		\$ 2,600
Taxes (Common Areas)		0
Landscaping Maintenance (Weekly & Trench Contract)		9,900
Miscellaneous Landscaping (Supplies & Maintenance)		4,000
Miscellaneous Maintenance/ Power washing		2,000
Legal Fees		400
Office Supplies		200
Printing Expense		200
Postage/PO Box		400
Utilities		600
Security Expense		3,000
Insurance (General Liability)		2,600
Internet Expense		160
Annual Meeting Expense		800
Non Collected Assessment Dues / 2 Homes		620
Allowance for Reserves		6,930
Total Expenses		\$ 34,410.00
<b><u>REVENUE</u></b>		
Assessment Income (111 Members @\$310.00)		\$ 34,410.00
<b><u>RESERVES</u></b>		
Fence Replacement/Repairs	\$ 15,000	
Misc. Repairs/Maintenance, signs, benches, Pump	\$ 4,500	
Misc Trees & Plants	2,500	
Concrete repair	4,200	
Retention Pond Drainage/ trench work	12,000	
Total Reserves Allowance		\$ 38,200.00
Reserves On Hand (Reserves Account)		8,895.35
Reserves Deficit		\$29,305.00



# What's Going On?

By John Paul Jones

Greetings All! I hope to find everyone doing well. 2020 was sure challenging and 2021 is only slightly better, maybe. Most of you know that before hurricane season last year we addressed the drainage system from Cotton Bay Court under the park to the retention area. The tree roots around the pipe system grew into the pipes and clogged them from any flow. This was an expensive venture but well worth the investment since the entire subdivision drainage system was slowing down and backing up during major rain events. Cotton Bay court was drowning in most every storm. We would have had major flooding if this were not corrected. This ended up costing \$24,402.35. This left our reserves low and then Sally came and we all the destruction this storm caused. We ended up removing 22 trees from the park area and 2 palms in front were cut down and hauled away. This expense was \$12,500.00. We also had to replace the well pump for the irrigation. This expense was \$2479.00. This left are reserves to an unprecedented low of \$8895.86. The regular account in October was low around \$5000.00. This left the board with the decision of not spending money on any more repairs. In 15 years, there has never been a special assessment. We have always had the funds in the reserve to take care the needed items to be replaced or repaired. There is now a dilemma, the fence along county road 4 (belonging to the subdivision as part of the common property) was more than damaged by Sally. The fence posts and concrete stayed together but pulled out of the ground. This needs to be replaced. The park needs to be filled and graded from the tree root balls that were removed, and there is debris in the drainage ditch inlet/outlets and possibly too much silt in the retention area. There is also damaged sidewalk in the park area that need replacing. These all need to be addressed. We have been taking bids on these various items and it is expensive. There will be an annual meeting and then right after a special assessment meeting. The City is letting us use the Activity Center for these meetings. You will notice Proxy ballots if you cannot attend. The bylaws and covenants dictate how special assessments are conducted. Simply, a quorum of votes (51% by proxy or present) must be met and 2/3 vote of the votes present or proxy decide the outcome. The assessment value determined is \$500.00 per lot to be voted upon. If approved, the payments will have to be made by July 1<sup>st</sup>, 2021. If a quorum is not met, another special assessment meeting can be called with only ½ required from the first quorum amount. Then 2/3 of this new quorum value decides. If a property owner chooses to not attend the special assessment meeting, there are designated proxy persons to vote yes and no. Or you can give your proxy in writing to another property owner to vote for you in person. Keep in mind that there is limited space allowed by the city for this meeting and only 50 people present at a time in the building with masks and social distancing.

Designated proxies are:

Gwen Rideout for **YES!**

Larry Rideout for **NO!**

Starting June 1, 2021 enforcement rules will be going back to normal. If you have the need to have a POD, Traylor or other item needed for repairs in your driveway, just request via email or in writing with the exact request and time frame needed. This can be granted quickly without any issue. Keeping up your home, yards, garbage cans out of view except during designated times and guidelines will be enforced. We have included a sample of the Violation notice and fines. If you have a rental property, make sure your renters know the rules. Fines go to the owner of the property. Please fill out your phone & e-mail update so we can contact you faster than the U.S. mail.





## Cotton Bay Homeowner's Association



### Mowing, edging & trimming of trees and bushes

Please keep your yard mowed, edged and your plants, shrubs and trees trimmed. The more it rains the faster the grass, trees and plants grow. If you rent your property it would be a good idea to hire a landscaping company to take care of your property. The edging needs to be maintained on the sidewalks, driveways, and grass between sidewalk & street in front of your house.



### Waste and recycle containers

#### Article VII Section 4

Reminder: Waste containers are not allowed in front of the garage or on the side of the house in view of the street. The containers may be taken out 4:00 pm the day before pick-up and must be brought in from the street by 11:59pm the trash/recycle pick-up day.

Please let your renters know the Cotton Bay Homeowner Association rules and regulations!



### Parking Rules and Regulations Article VII section 11, 16 & 19

No vehicles of any kind including motorcycles are allowed to park on lawns, sidewalks, common areas of subdivision, or on grass between sidewalk and street. No recreational vehicles, motor homes, travel trailers, campers, or boats may be kept on any parcel unless parked in such a manner as to not be visible from the street. Vehicles over 1 ton or with an overall length of 28 feet or greater shall not be permitted to park overnight in the subdivision. Includes but not limited to box trucks, utility trucks, utility trailers, boom trucks, enclosed trailers, flatbed trucks or trailers. Vehicles are not allowed to block the cul-de-sac, fire trucks and emergency vehicles need the area to make turns. No parking in front of another properties mailbox or driveway. Parking your vehicle in a neighbor's property driveway without permission from the owner is trespassing on their property.



## **Board Member Voting Ballot**

You may vote for individuals or for all, or write-in yourself if you would like to be a Board Member. Bring your ballot to the meeting or mail it to: CBHOA ~ PO Box 683 ~ Gulf Shores AL ~ 36547-0683.

\_\_\_\_\_ **Vote for All**

\_\_\_\_\_ **John Paul Jones**      \_\_\_\_\_ **Larry Rideout**      \_\_\_\_\_ **Gwen Rideout**  
\_\_\_\_\_ **Kenn Krouse**      \_\_\_\_\_ **Melinda Jones**

**If you want to be a Board Member Write-In Your Name & Phone #**

**You must be present at Annual Meeting to be elected to be a Board Member**

---

**CBHOA Annual Meeting RSVP – Activity Center**

**Saturday, May 8, 2021 meeting starts at 2:00 pm**

**Please RSVP no later than April 29, 2021**

**Homeowner Information Update (Please Return Form)**

Name: \_\_\_\_\_

CBHOA Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Rental Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ **Number in Household Attending Meeting**

\_\_\_\_\_ **I am unable to attend the meeting. Please update my information**



Please use this form if not attending meeting

### Special Assessment Voting Ballot

We will have a ballot for each property for those attending the Meeting May 8, 2021. If you are not attending the meeting give your proxy in writing and signed to another property owner that will be present at the meeting, or fill out, sign and mail this proxy to: CBHOA ~ PO Box 683 ~ Gulf Shores AL ~ 36547-0683.

#### **Mail in Designated proxy**

**I give my proxy vote to (choose Gwen Rideout or Larry Rideout)**

\_\_\_\_\_ signature \_\_\_\_\_ Date

\_\_\_\_\_ **Gwen Rideout (Voting Yes for \$500.00 Assessment for Repairs)**

\_\_\_\_\_ **Larry Rideout (Voting No for \$500.00 Assessment for Repairs)**

Please clean-up after your Pets!  
The park is full of dog poop!  
Dog owners have not been  
Cleaning up during walks.



Homeowners in Cotton Bay are complaining about dog poop in front yards and by mailboxes. Please do not let your dog outside without a leash and clean-up after your dog.





**COTTON BAY HOMEOWNER'S ASSOCIATION, INC.**

**PO Box 683**

**Gulf Shores, AL 36547**

**E-Mail: [info@cottonbayhoa.com](mailto:info@cottonbayhoa.com)**

**Website: [www.cottonbayhoa.com](http://www.cottonbayhoa.com)**

**Violation Notice**

**Date:** \_\_\_\_\_

**Owners Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Warning No Fine:** \_\_\_\_\_ **1<sup>st</sup> Violation:** \_\_\_\_\_ **4<sup>th</sup> Violation** \_\_\_\_\_

**2<sup>nd</sup> Violation:** \_\_\_\_\_ **3<sup>rd</sup> Violation:** \_\_\_\_\_ **5<sup>th</sup> Violation** \_\_\_\_\_

**Fine Amount:** \_\_\_\_\_ **All fines due within 10 days, if not paid a lien will be filed).**

**Correction needed:** \_\_\_\_\_

**Waste Containers**

**Article VII Section 4 Trash**

Waste containers can be in view from 4:00pm the day before trash collection day until 12:00am midnight on collection day. (Trash containers must be stored out of view from the street any other day and time).

- \_\_\_\_\_ 1<sup>st</sup> Notice letter to Homeowner.
- \_\_\_\_\_ 2<sup>nd</sup> notice 10 days after 1<sup>st</sup> notice \$25.00 fine
- \_\_\_\_\_ 3<sup>rd</sup> notice 10 days after 2<sup>nd</sup> notice \$25.00 fine
- \_\_\_\_\_ 4<sup>th</sup> notice \$50.00 fine per month no maximum, if fines are not paid a lien against property with the attorney fees & cost added to lien will be filed.

**Non Contained Rubbish**

**Article VII Section 17**

Non Contained Rubbish must be dropped off at one of the six designated sites. Current drop off time is 6:00am Thursday to 6:00am Friday. Rubbish dropped off on any other day or time is a violation. No Parking is allowed in front of non-contained rubbish drop sites. (Vehicles parked in front of no Parking signs will be towed at owner's expense).

- \_\_\_\_\_ 1<sup>st</sup> violation \$25.00 fine to homeowner
- \_\_\_\_\_ 2<sup>nd</sup> violation \$75.00 fine to homeowner
- \_\_\_\_\_ 3<sup>rd</sup> violation \$150.00 fine to homeowner (subsequent violations \$150.00 per occurrence).

**Rubbish in front of any Home**

**Article VII Section 18**

Discarded rubbish of any kind in front of any home, sidewalk or grass area between sidewalk and street not allowed must be taken to Non Contained Rubbish drop off (6) sites.

- \_\_\_\_\_ 1<sup>st</sup> violation \$100.00
- \_\_\_\_\_ 2<sup>nd</sup> violation \$500.00 (Subsequent violations \$500.00 per occurrence each calendar year).

**Parking**

**Article VII Section 19 Parking**

No vehicles of any kind including motorcycles on lawn, sidewalk, common areas of subdivision, or on grass between sidewalk and street.

- \_\_\_\_\_ 1<sup>st</sup> violation \$25.00 fine
- \_\_\_\_\_ 2<sup>nd</sup> violation \$50.00 fine (subsequent violations \$50.00 per occurrence each calendar year).



### **Satellite Dishes**

#### **Article VII Section 9 Satellite Dishes**

No satellite dish shall be allowed in the front yard of any parcel.

- \_\_\_\_\_ 1<sup>st</sup> notice Letter
- \_\_\_\_\_ 2<sup>nd</sup> notice sent 10 days after 1<sup>st</sup> notice \$100.00 fine.
- \_\_\_\_\_ \$100.00 monthly fine if not moved.

### **Yard, Home & Property Maintenance**

#### **Article VII section 12 Maintenance**

All structures, improvements, yards, driveways, and landscaping must be diligently and properly maintained in a neat and sanitary condition so as to secure the aesthetics of the subdivision.

- \_\_\_\_\_ 1<sup>st</sup> notice letter to homeowner giving five days to correct.
- \_\_\_\_\_ 2<sup>nd</sup> notice given five days after 1<sup>st</sup> notice letter with \$50.00 fine.

- \_\_\_\_\_ 3<sup>rd</sup> notice given three days after 2<sup>nd</sup> notice with \$50.00 additional fine.

Cotton Bay Homeowner's Association will contact a company to correct the violation and attach the cost the company charges CBHOA to the fine. If fines and maintenance fees are not paid, CBHOA will take legal action against property and homeowner and the homeowner will be charged attorney fees plus the cost of a lien.

**Correction needed:** \_\_\_\_\_

### **Recreational Vehicles**

#### **Article VII Section 11 Recreational Vehicles**

No recreational vehicles, motor homes, travel trailers, campers, or boats may be kept on any parcel unless parked in such a manner as to not be visible from the street.

- \_\_\_\_\_ 1<sup>st</sup> notice to homeowner
- \_\_\_\_\_ 2<sup>nd</sup> notice 24 hours after 1<sup>st</sup> notice with \$100.00 fine.
- \_\_\_\_\_ 3<sup>rd</sup> notice 24 hours after 2<sup>nd</sup> notice \$100.00 fine per day with no limit. If fines are not paid CBHOA will take legal action against homeowner and property.

### **Larger Vehicles**

#### **Article VII Section 16 Large vehicles**

Vehicles over 1 ton or with an overall length of 28 feet or greater shall not be permitted to park overnight in the subdivision. Includes but not limited to tow trucks, bucket trucks, box trucks, flatbed trucks, boom trucks, stake bed trucks, dump trucks, buses, tractor trailers, utility trucks, utility, box, and enclosed trailers.

- \_\_\_\_\_ 1<sup>st</sup> notice requiring immediate removal of the vehicle. \$50.00 Fine
- \_\_\_\_\_ 2<sup>nd</sup> notice 10 days after 1<sup>st</sup> notice, \$75.00 fine.
- \_\_\_\_\_ 3<sup>rd</sup> notice 10 days after 2<sup>nd</sup> notice, \$100.00 fine (subsequent violations \$100.00 per day)

### **Architectural Control**

#### **Article VI Section 1 & 2**

Prior Approval required by Cotton Bay HOA Modification committee. No improvement, alteration, modification, exterior addition or change to property, house, fence, wall, mailbox, driveway, doors, windows, shutters, roof, or gate or other structure or improvement of any nature whatsoever, or any modification be made until designs, plans, specifications, color, material, location and specifications have been submitted to and approved in writing by the Modification Committee (Architectural Review Board)

\_\_\_\_\_ 1<sup>st</sup> violation notice to homeowner (Cease Building order) No building, fence, mailbox, driveway, gate, roof, shutter, window, door, light post, or other structure or improvement of any nature shall be erected, commenced, replaced, or maintained on any lot, nor shall any exterior addition or change be made until designs, plans, specifications, color, material, and location has been submitted and approved by the CBHOA modification committee.

\_\_\_\_\_ 2<sup>nd</sup> violation Modification form must be approved by the board. If plans and work are not approved all modifications must be made by owner to fit approval. If owner continues without approval a \$500.00 per month fine will begin the first day after refusal to stop work or ten days after modification denial unless owner has taken obvious steps to correct.