

## POST ACTION AGENDA NOTICE

### NOTICE OF SPECIAL SESSION OF THE COTTONWOODS MAINTENANCE DISTRICT BOARD

**WHEN:** THURSDAY, MAY 5, 2016

**TIME:** IMMEDIATELY FOLLOWING ADJOURNMENT OF THE 6:25 PM EAGLE MOUNTAIN COMMUNITY FACILITIES DISTRICT BOARD SPECIAL SESSION, AND PRIOR TO THE REGULAR MEETING OF THE TOWN OF FOUNTAIN HILLS TOWN COUNCIL

**WHERE:** TOWN OF FOUNTAIN HILLS - COUNCIL CHAMBERS  
16705 EAST AVENUE OF THE FOUNTAINS, FOUNTAIN HILLS, AZ

Pursuant to A.R.S. §38-431.02, notice is hereby given to the Directors of the District Board of the Cottonwoods Maintenance District and to the general public that the District Board of the Cottonwoods Maintenance District will hold a special session open to the public, which will begin immediately after the adjournment of the 6:25 PM Eagle Mountain Facilities District Board Special Session and **prior** to the May 5, 2016 Fountain Hills Town Council meeting.

Members of the Cottonwoods Maintenance District Board will attend either in person or by telephone conference call; a quorum of the Town's various Commissions or Boards may be in attendance at the Board meeting.

"Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the District Board are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the District Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the District Board will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived."

### AGENDA

- **CALLED TO ORDER AND ROLL CALL.** – District Board Chair Linda M. Kavanagh **6:30 PM**
- **CALL TO THE PUBLIC.**  
Pursuant to A.R.S. §38-431-01(G), public comment is permitted (not required) on matters not listed on the agenda. Any such comment (i) must be within the jurisdiction of the Directors is subject to reasonable time, place and manner restrictions. The Directors will not discuss or take legal action on matters raised during "Call to the Public" unless the matters are properly noticed for discussion and legal action. At the conclusion of the "Call to the Public", individual Directors may (i) respond to criticism, (ii) ask staff to review a matter or (iii) ask that the matter be placed on a future agenda.
- 1. **CONSIDERATION** of approving the Cottonwoods Maintenance District Board MEETING MINUTES of June 18, 2015. **APPROVED**
- 2. **PUBLIC HEARING** regarding RESOLUTION CMD 2016-01, approving the Tentative Budget of the District for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, and setting a hearing date for the budget and annual assessments. **OPENED: 6:31 PM; CLOSED: 6:32 PM**
- 3. **CONSIDERATION** of RESOLUTION CMD 2016-01, approving the Tentative Budget of the District for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, and setting a hearing date for the budget and annual assessments. **APPROVED**
- 4. **ADJOURNMENT. 6:32 PM**

DATED this 28<sup>th</sup> day of April, 2016.

  
Bevelyn J. Bender, District Clerk

The Cottonwoods Maintenance District, in cooperation with the Town of Fountain Hills endeavors to make all public meetings accessible to persons with disabilities. Please call 480-816-5100 voice or 1-800-367-8939 (TDD) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting. Supporting documentation and staff reports furnished with this agenda are available for review in the Clerk's office and on the Town's website [www.fh.az.gov].

**NOTICE OF SPECIAL SESSION OF  
THE COTTONWOODS  
MAINTENANCE DISTRICT BOARD**

**WHEN: THURSDAY, MAY 5, 2016**

**TIME: IMMEDIATELY FOLLOWING ADJOURNMENT OF THE 6:25 PM EAGLE MOUNTAIN COMMUNITY FACILITIES DISTRICT BOARD SPECIAL SESSION, AND PRIOR TO THE REGULAR MEETING OF THE TOWN OF FOUNTAIN HILLS TOWN COUNCIL**

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**AGENDA**

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- 1. **CONSIDERATION** of approving the Cottonwoods Maintenance District Board MEETING MINUTES of June 18, 2015.
- 2. **PUBLIC HEARING** regarding RESOLUTION CMD 2016-01, approving the Tentative Budget of the District for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, and setting a hearing date for the budget and annual assessments.
- 3. **CONSIDERATION** of RESOLUTION CMD 2016-01, approving the Tentative Budget of the District for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, and setting a hearing date for the budget and annual assessments.
- 4. **ADJOURNMENT.**

DATED this 28<sup>th</sup> day of April, 2016.

  
Bevelyn J. Bender, District Clerk

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Cottonwoods Maintenance District  
(CMD)

AGENDA ACTION FORM

**Meeting Date:** 5/5/2016

**Meeting Type:** Special Session

**Agenda Type:** Regular

**Submitting Department:**  
Administration

**Staff Contact Information:** Bevelyn J Bender, 480-816-5115, bbender@fh.az.gov

**Strategic Priority:** Not applicable

**Council Goal:** Not applicable

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**REQUEST TO COUNCIL:** CONSIDERATION of approving the Cottonwoods Maintenance District Board meeting MINUTES from June 18, 2015.

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**Applicant:** NA

**Applicant Contact Information:** NA

**Property Location:** NA

**Related Ordinance, Policy or Guiding Principle:** A.R.S. §38-431.01

**Staff Summary** (background): The intent of approving previous meeting minutes is to ensure an accurate account of the discussion and action that took place at that meeting for archival purposes. Approved minutes are placed on the Town's website in compliance with state law.

**Risk Analysis** (options or alternatives with implications): NA

**Fiscal Impact** (initial and ongoing costs; budget status): NA

**Budget Reference** (page number): NA

**Recommendation(s) by Board(s) or Commission(s):** NA

**Staff Recommendation(s):** Approve

**Attachment(s):** None

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**SUGGESTED MOTION:** Move to approve the June 18, 2015 meeting minutes.

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**Submitted and Approved by:**

**Approved:**

  
Bevelyn J. Bender, District Clerk 4/26/2016

  
Grady E. Miller, District Manager 4/29/2015



**TOWN OF FOUNTAIN HILLS**  
**Cottonwoods Maintenance District**

**AGENDA ACTION FORM**

**Meeting Date:** 5/5/2016

**Meeting Type:** Special Session

**Agenda Type:** Regular

**Submitting Department:** Administration

**Staff Contact Information:** Craig Rudolphy, District Finance Director; 480-816-5162; crudolphy@fh.az.gov

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**REQUEST TO DISTRICT BOARD** (Agenda Language):

1. PUBLIC HEARING regarding RESOLUTION CMD 2016-01, approving the Tentative Budget of the District for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, providing notification to property owners, and setting a hearing date for the budget and annual assessments.
2. CONSIDERATION of RESOLUTION CMD 2016-01, approving the Tentative Budget of the District of the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, providing notification to property owners, and setting a hearing date for the budget and annual assessments.

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**Applicant:** N/A

**Applicant Contact Information:** N/A

**Property Location:** N/A

**Related Ordinance, Policy or Guiding Principle:**

**Staff Summary** (background): The Cottonwoods Maintenance District was formed by the Town Council in June, 1999 for the purpose of maintaining or improving the common areas of the Cottonwoods subdivision. The Town Council serves as the governing Board for the District. The Maintenance District provides for the maintenance of the common area, which is performed by the Town of Fountain Hills. The annual cost is repaid through an annual property tax assessment of \$96.35 per property owner levied by the Town and collected by Maricopa County. The estimated levy includes the annual contract cost for landscaping as well as establishing a reserve amount for future exterior wall maintenance and an additional reserve for unplanned maintenance.

**Risk Analysis** (options or alternatives with implications):

**Fiscal Impact** (initial and ongoing costs; budget status): \$5,588

**Budget Reference** (page number): pp 308-309

**Funding Source:** NA

If Multiple Funds utilized, list here:

**Budgeted; if No, attach Budget Adjustment Form:** Y  N

**Staff Recommendation(s):** Approve

**List Attachment(s):** Resolution CMD 2016-01

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**SUGGESTED MOTION** (for District Board use): Move to approve Resolution CMD 2016-01.

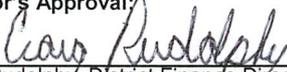
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Prepared by:

\_\_\_\_\_  
NA 4/28/2015

Director's Approval:

  
\_\_\_\_\_  
Craig Rudolph, District Finance Director 4/26/2016

Approved:

  
\_\_\_\_\_  
Grady E. Miller, District Manager 4/26/2016

**RESOLUTION CMD 2016-01**

A RESOLUTION OF THE BOARD OF THE COTTONWOODS MAINTENANCE DISTRICT, MARICOPA COUNTY, ARIZONA, APPROVING THE TENTATIVE BUDGET OF THE DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2016, AND ENDING JUNE 30, 2017, AND SETTING A HEARING DATE FOR THE ANNUAL ASSESSMENTS AND BUDGET.

**BE IT RESOLVED** BY THE BOARD OF DIRECTORS OF THE COTTONWOODS MAINTENANCE DISTRICT, as follows:

SECTION 1. The statements and schedules attached as Exhibit A and incorporated herein by this reference, are hereby approved for the purpose as hereinafter set forth as the tentative budget for the Cottonwoods Maintenance District, Maricopa County, Arizona, (the “District”) for the fiscal year 2016-17. The statements and estimates of the operation and maintenance expenses of the District, the costs of capital improvements and other expenditures for public infrastructure of the District (collectively, the “District Expenditures”) are hereby filed with the District Clerk.

SECTION 2. The District Clerk is hereby authorized and directed to cause to be (i) mailed to the governing body of the Town of Fountain Hills and all persons owning real property within the District and (ii) published in the manner prescribed by law, a notice in substantially the form attached hereto as Exhibit A, that the District Board will meet for the purpose of conducting a hearing for District taxpayers on the statements and estimates of District Expenditures filed with the District Clerk, including the annual assessments and on the adoption of the 2016-17 Annual Budget for the District; said hearing to be conducted on June 2, 2016, at the hour of 6:25 p.m. in the District offices (the Council Chambers at Fountain Hills Town Hall), 16705 E. Avenue of the Fountains, Fountain Hills, Arizona 85268. At the conclusion of the hearing, the District Board shall pass upon any objections and shall adopt the Final Budget for the District; final approval of the Tax Levy for the District shall follow on June 16, 2016, at the same time and place.

**PASSED AND ADOPTED** by the Board of Directors of the Cottonwoods Maintenance District on May 5, 2016.

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Linda M. Kavanagh, District Chairperson

**ATTEST:**

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Bevelyn J. Bender, District Clerk

**APPROVED AS TO FORM:**

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Andrew J. McGuire, District Counsel

EXHIBIT A  
TO  
RESOLUTION CMD 2016-01

[Notice/Tentative Budget]

See following page.

**NOTICE**

**COTTONWOODS PROPERTY OWNERS**

The taxpayers of the Cottonwoods Maintenance District (the “District”) are hereby notified that the Board of Directors will hold a public meeting on June 2, 2016, at 6:25 p.m. at the District offices located at 16705 E. Avenue of the Fountains, Fountain Hills, Arizona (the Council Chambers at Fountain Hills Town Hall), when and where any taxpayers of the District will be heard in favor of, or against, any of the proposed expenditures for the Cottonwoods Maintenance District, after which the foregoing estimates as modified or as now existing, will be assessed by the Board as the basis for the 2016/2017 budget. Taxpayers may file written objections at any time prior to the hearing, and the Board of Directors shall hear and pass upon any objections at the hearing.

Copies of the tentative 2016/2017 District budget may be viewed prior to the June 2, 2016, meeting at the District Clerk’s office, the Town of Fountain Hills website, and the Fountain Hills branch of the Maricopa County Library.

**COTTONWOODS MAINTENANCE DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2016-2017**

<u>Revenues</u>	For the Year Ended <u>June 30, 2017</u>
Tax Levy at \$96.35 per Property Owner	<u>\$5,588</u>
<b>TOTAL</b>	<b><u>\$5,588</u></b>
 <u>Expenses</u>	
Annual Landscape Maintenance Cost	\$4,015
Annual Reserve for Exterior Wall Maintenance	1,073
Reserve Fund	250
Postage	50
Advertising	<u>200</u>
<b>TOTAL</b>	<b><u>\$5,588</u></b>