

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

WHEN: TUESDAY, MAY 1, 2018

TIME: IMMEDIATELY FOLLOWING ADJOURNMENT OF THE EAGLE MOUNTAIN COMMUNITY FACILITIES DISTRICT BOARD SPECIAL SESSION, WHICH BEGINS AT 5:25 PM; 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 5:25 PM Eagle Mountain Facilities District Board Special Session and prior to the May 1, 2018, 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

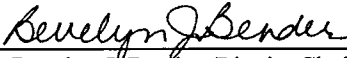
- **CALL TO ORDER AND ROLL CALL.** -- District Board Chair Linda M. Kavanagh

- **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 15, 2017.
2. **PUBLIC HEARING** regarding RESOLUTION CMD 2018-01, approving the Tentative Budget of the District for the Fiscal Year beginning July 1, 2018, and ending June 30, 2019, providing notification to property owners, and setting a hearing date for the budget and annual assessments.
3. **CONSIDERATION** of RESOLUTION CMD 2018-01, approving the Tentative Budget of the District for the Fiscal Year beginning July 1, 2018, and ending June 30, 2019, providing notification to property owners, and setting a hearing date for the budget and annual assessments.
4. **ADJOURNMENT.**

DATED this 19th day of April, 2017.


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].



**TOWN OF FOUNTAIN HILLS
Cottonwoods Maintenance District (CMD)**

AGENDA ACTION FORM

Meeting Date: 5/1/2018

Meeting Type: Special Session

Agenda Type: Regular

Submitting Department: Administration

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

REQUEST TO COUNCIL (Agenda Language): CONSIDERATION of approving the Cottonwoods Maintenance District board meeting MINUTES from June 15, 2017.

Applicant: NA

Applicant Contact Information: NA

Owner: NA

Owner 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 meeting minutes is to ensure an accurate account of the discussion and action taken at that meeting for archival purposes. Approved minutes are placed on the Town's web site 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

Funding Source: NA

If Multiple Funds utilized, list here:

Budgeted; if No, attach Budget Adjustment Form: NA

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

Staff Recommendation(s): Approve

List Attachment(s): None

SUGGESTED MOTION (for Council use):

Move to approve the June 15, 2017 meeting minutes

Prepared by:

Bevelyn J. Bender

Bevelyn Bender, District Clerk 4/26/2018

Director's Approval:

Grady E. Miller

Grady E. Miller, District Manager 4/26/2018

Approved:

Grady E. Miller

Grady E. Miller, District Manager 4/26/2018



**TOWN OF FOUNTAIN HILLS
Cottonwoods Maintenance District (CMD)**

AGENDA ACTION FORM

Meeting Date: 5/1/2018

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

REQUEST TO COUNCIL (Agenda Language):

PUBLIC HEARING regarding RESOLUTION CMD 2018-01 approving the Tentative Budget of the District for the fiscal year beginning July 1, 2018, and ending June 30, 2019, providing notification to property owners, and setting a hearing date for the budget and annual assessments.

CONSIDERATION of RESOLUTION CMD 2018-01 APPROVING the tentative budget of the District for the fiscal year beginning July 1, 2018, and ending June 30, 2019, providing notification to property owners, and setting a hearing date for the budget and annual assessments.

Applicant: NA

Applicant Contact Information: NA

Owner: NA

Owner Contact Information: NA

Property Location:

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 \$114.52 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): NA

Fiscal Impact (initial and ongoing costs; budget status): \$6,642

Budget Reference (page number): pp 322-323

Funding Source: NA

If Multiple Funds utilized, list here:

Budgeted; if No, attach Budget Adjustment Form: Yes

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

Staff Recommendation(s): Approve

SUGGESTED MOTION (for Council use): Move to approve Resolution CMD 2018-01

Prepared by:

NA 4/25/2018

Director's Approval:



Craig Rudolph, District Finance Director 4/25/2018

Approved:



Grady E. Miller, District Manager 4/25/2018

RESOLUTION CMD 2018-01

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, 2018, AND ENDING JUNE 30, 2019, 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 2018-19. 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 2018-19 Annual Budget for the District; said hearing to be conducted on June 5, 2018, at 5:25 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 19, 2018, at the same time and place.

PASSED AND ADOPTED by the Board of Directors of the Cottonwoods Maintenance District on May 1, 2018.

Linda M. Kavanagh, District Chairperson

ATTEST:

Bevelyn J. Bender, District Clerk

APPROVED AS TO FORM:

Mitesh V. Patel, Dickinson Wright PLLC
Interim District Counsel

EXHIBIT A
TO
RESOLUTION CMD 2018-01

[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 5, 2018, at 5:25 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 District, after which the foregoing estimates as modified or as now existing, will be assessed by the Board of Directors as the basis for the 2018-19 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 2018-19 District budget may be viewed prior to the June 5, 2018 meeting at the District Clerk's office, 16705 E. Avenue of the Fountains, Fountain Hills, Arizona 85268, the Town of Fountain Hills website, www.fh.az.gov, and the Fountain Hills branch of the Maricopa County Library, 12901 N. LaMontana Drive, Fountain Hills, Arizona 85268.

COTTONWOODS MAINTENANCE DISTRICT PROPOSED BUDGET FISCAL YEAR 2018-19

	For the Year Ended <u>June 30, 2019</u>
<u>Revenues</u>	
Tax Levy at \$114.52 per Property Owner	<u>\$6,642</u>
TOTAL	<u>\$6,642</u>
<u>Expenses</u>	
Annual Landscape Maintenance Cost	\$4,851
Annual Reserve for Exterior Wall Maintenance	991
Reserve Fund	500
Postage	50
Advertising	<u>250</u>
TOTAL	<u>\$6,642</u>