

Cottage Hill Foundation Papers

Processed and arranged in 2018

Montgomery County Archives, Courthouse Annex III, Montgomery, Alabama, 26104,
(334)-832-7173

Processed by: Dallas Hanbury and David Cook

Collection Creator: The Cottage Hill Foundation

Collection: Cottage Hill Foundation Papers

Collection Dates: ca 1976 – 2010

Collection Size: 8 Linear Feet

Abstract: This collection consists of administrative files, community engagement files, newsletters, photographs, newspaper clippings, and maps that pertain to the Cottage Hill Foundation and Cottage Hill neighborhood of Montgomery, Alabama.

Repository: Montgomery County Archives, Courthouse Annex III, Montgomery, Alabama, 36104, (334)-832-7173

Reference Code: 2018.002

Language and Scripts: The entire collection is recorded in English

Administrative/ Biographical History: The Cottage Hill Foundation was organized in 1974 and is dedicated to the preservation and the advancement of the Cottage Hill community, the oldest residential neighborhood outside of downtown Montgomery.

Scope and Content: This collection consists of administrative papers, community engagement files, Annual Candlelight Christmas Tour files, organizational newsletters, photographs, and maps from the Cottage Hill Foundation ca. 1976-2008.

System of Arrangement: The collection is organized into six series:

Series I: Administrative Files – 1976-2009. Includes files that relate to the business side of the Cottage Hill Foundation such as meeting minutes, members list, agendas, and financial records.

Series II: Community Engagement Files – 1976-2005. Cottage Hill foundation records that focus on community engagement and outreach, including flyers, pamphlets, “The Gingerbread” a newsletter produced by the Cottage Hill Foundation, and files that relate to the operation of the annual Candlelight Christmas Tour.

Series III: Correspondence – 1976-2006. Correspondence between members of the Cottage Hill Foundation and businesses, local government officials, and other members.

Series IV: Photographs and other Images – Photographs of homes and events that have taken place in the Cottage Hill community

Series V: Newspaper Clippings – Newspaper articles focusing on events that affected the Cottage Hill community, such as the riverfront development project of the late nineties that sought to develop the area along the Alabama River by building a park along the riverfront, adding a retail area, and building several hotels near the area. The project was modeled after a similar project that was in place to redevelop the riverfront in Chattanooga, Tennessee.

Series VI: Maps – An assortment of maps pertaining to Cottage Hill and Montgomery.

Location of Originals: Vault 116, Bay 10A

Physical Characteristics and Technical Requirements: This collection consist of newspapers, paper-based administrative files, paper-based community engagement files, paper-based correspondence, paper-based photographs, film-based photographs, film-based audio recordings, and floppy disks.

Access Points:

Montgomery (Ala.)
Neighborhoods
Neighborhood associations
Newsletters
Historic buildings.
Christmas
Historic districts--Conservation and restoration.
Neighborhood watch programs
American Newspapers
Photographs
Maps

Conditions Governing Access: collection is open for research

Accruals: Further accruals are not expected.

Acquisition Info: The Cottage Hill Foundation donated the collection to the Montgomery County Archives in 2018.

Alternative Forms: None

Additional Finding Aids: None

Appraisal Process: The Montgomery County Archives' mission statement notes that the MCA collects non-government records, as long as they pertain to the history of Montgomery County.

Custodial History: The Cottage Hill Foundation papers were in the possession of the Cottage Hill Foundation until they were donated to the Montgomery County Archives in 2018.

Preferred Citation: Name of record cited, type of record, date of record, Cottage Hill Foundation Papers, Montgomery County Archives.

Processing Information: Montgomery Archives Intern David Cook processed the collection during the summer of 2018. Montgomery County Archivist Dallas Hanbury supervised the processing of this collection.

Conditions Governing Reproduction and Use: It is presumed corporate and individual copyrights have been retained by copyright restrictions apply. Users of materials should seek necessary permissions from the copyright holders to comply with U.S. copyright laws.

Separated Materials: None

Bibliography: None

Note: None

Inventory

Folders within each series are arranged chronologically. Within that system, folders are numbered based on the number of folders holding a specific year of records. So for example, if Cottage Hill Foundation records from 1984 span three folders, the folders containing the 1984 records would be numbered 1 of 3, 2 of 3, and 3 of 3.

Series I: Administrative Files

Box 1

1976: 1 folder

1978: 1 folder

1979: 1 folder

1981: 1 folder

1982: 1 folder

1983: 1 folder

1984: 2 folders

1985: 1 folder

1986: 1 folder

1987: 1 folder

1988: 2 folders

Samuel Swann Inn Files (1988): 1 folder

1989: 1 folder

Clanton- Eastwood House renovation files (1989): 1 folder

1990: 1 folder

Alabama Historical Commission: 1 folder

1991: 1 folder

1992: 1 folder

1993: 1 folder

1993 Financial records: 1 folder

1994: 1 folder

1994 Financial records: 1 folder

1995: 1 folder

1995–1996 checking: 1 folder

1995–1996 expenses: 1 folder

1996: 1 folder

1997: 1 folder

1997 Financial records: 1 folder

1997 Gift receipts: 1 folder

1998: 2 folders

Box 2

1998 financial records: 2 folders

1998 Gift receipts: 1 folder

1999: 1 folder

1999 Financial records: 1 folder

1999 Receipts: 1 folder

“Submitted for Grant Reimbursement (1999)”: 1 folder

2000: 1 folder

2000 Financial records: 1 folder

2001: 2 folders

2001 Financial records: 1 folder
2002 Financial records: 1 folder
2005: 1 folder
Winter Place (2005): 1 folder
2006: 1 folder
2007: 1 folder
2008: 1 folder
2009: 1 folder
Receipts: 1 folder
Undated: 1 folder
103 Whitman Street files: 1 folder
“The Cottages” development: 1 folder
Forms: 1 folder
Alabama River Development: 1 folder
Architect Review Board: 1 folder
521 Heron Street Files: 1 folder
523 Martha Street Files: 1 folder
By-Laws and Incorporation: 1 folder
*Cassette Tapes of Board meeting minutes 1998
*Floppy Disc containing Cottage Hill Foundation Files

Series II: Community Engagement

“The Gingerbread” 1976: 1 folder
“The Gingerbread” 1977: 1 folder
“The Gingerbread” 1978: 1 folder
Candlelight Christmas tour files 1987: 1 folder
“The Gingerbread” 1988: 1 folder
“The Gingerbread” 1981–1983: 1 folder

“The Gingerbread” 1993–2001: 1 folder

“The Gingerbread” Files: 1 folder

Cottage Hill Homes Tour (1990): 1 folder

Candlelight Christmas tour files 1988: 1 folder

Candlelight Christmas tour files 1990: 1 folder

Candlelight Christmas tour files 1991: 1 folder

Candlelight Christmas tour files 1993: 1 folder

Candlelight Christmas tour files 1994: 1 folder

National Night Out 1994: 1 folder

Candlelight Christmas tour files 1995: 1 folder

Candlelight Christmas tour files 1997: 1 folder

Candlelight Christmas tour advertisements: 1 folder

Point of Release Newsletters: 1 folder

Neighborhood Watch Files: 1 folder

Montgomery Magazines: 1 folder

Newsletters: 1 folder

Candlelight Christmas tour files 1999: 1 folder

Jubilee Center: 1 folder

Cottage Hill Historic Foundation Files: 1 folder

Lead Poisoning Prevention guides: 1 folder

Old New property guide: 1 folder

House Research Files: 1 folder

Miscellaneous Advertisements: 1 folder

Montgomery Historic Neighborhoods Contact Information: 1 folder

Series III: Correspondence

1983: 1 folder

1988: 1 folder

1989: 1 folder
1990: 1 folder
1993: 1 folder
1994: 1 folder
1995: 1 folder
1997: 1 folder
1998: 1 folder
1999: 1 folder
2000: 1 folder
2002: 1 folder
Undated: 1 folder

Series IV: Photographs and Other Images

Series V: Newspaper Clippings

1976: 1 folder
1980: 1 folder
1982: 1 folder
1983: 1 folder
1984: 1 folder
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2005: 1 folder

2006: 1 folder

Undated: 1 folder

Series VI: Maps