

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, December 8, 2016
4498 Lawson Court, Concord, CA

MINUTES

Present: M. Weinmann; M. Buchanan; B. Collins; D. Glover; R. Ellenson; T Peterson

Absent: T. Wright

Also Present: P. Magee and A. Steinberg, Collins Management

EXECUTIVE SESSION at 6:49 PM. In this Executive Session, the Board met with one Homeowner regarding ongoing violations, another Homeowner requesting a Fine reversal and another Homeowner requesting additional compensation for HOA tree root damage.

1. CALL TO ORDER - ROLL CALL/ADOPT AGENDA

- It was moved and seconded (B. Collins/R. Ellenson) to adopt the published agenda and call the meeting to order at 7:30 PM.

2. HOMEOWNERS OPEN FORUM

There were two Homeowners in attendance. One requested that the Board consider installing no-turn signs for morning rush hours on Kenneth at the East Entrance. He also informed the Board that many people use the lower tennis backboard and basketball court and would like the Board to consider repairing it.

3. APPROVAL OF MINUTES

- It was moved and seconded (M. Buchanan/R. Ellenson) to approve the October 27, 2016 Board Meeting Minutes and the October 27, 2016 Executive Session Minutes. Motion carried.

4. RECREATION REPORTS

- **Tennis and Clubhouse Reports**
 - **Tennis Coach Thor Schreck** presented a report on the 2106 USTA Season. The Board noted that Resident participation was below 20% and instructed the Manager to add USTA Resident participation to the January 26 agenda.
 - **Clubhouse Report.** The Board reviewed the Clubhouse report and the Maintenance Daily Report as created by Clubhouse Supervisor Andy Steinberg.
 - **Clubhouse Capacity Limits.** The Board reviewed the legal capacity limits as received from the Fire Marshal, and voted to impose limits below the maximum allowed for safety reasons. It was moved and seconded (D. Glover/R. Ellenson) to set the maximum capacity for the lounge area at 100 and for the game room at 50. Motion carried.

5. COMMITTEE REPORTS

- **Architectural.**
 - The Board reviewed the October 26, 2016 Minutes.
 - The regular meeting date for the Architectural Committee meetings has been moved to the 3rd Thursday of every month.
 - On the recommendation of the Architectural Committee, it was moved and seconded (M. Buchanan/B. Collins) to approve Homeowner Mike Liebe, who has attended 2 consecutive Architectural Committee meetings, as a member of the Committee. Motion carried.
- **WCST.**
 - The Board reviewed the October 11, 2016 Minutes, the Committee report, the Crossings Challenge report and the results of the 2016 WCST Survey.
- **Landscape.**
 - Committee Chair T. Peterson gave a report on his first meeting with the Committee and noted that the regular meetings have been moved to the first Tuesday of every month. Communications.
- **Communications.**
 - The Board reviewed the Communications Committee report as prepared by R. Ellenson.

Facilities.

- No report

• **Rules.**

- The Board reviewed the Committee report as prepared by D. Glover, and noted that the Employee Manual was due to be completed by the end of January.

• **Safety and Security.**

- The Board reviewed the draft Minutes of November 15, 2016.
- The Board reviewed the recommendation of the S&S Committee to purchase and install 4 electronic speed signs for @ \$25,000. The Board noted that the budget for Capital Improvements in 2017 is limited and that the Capital Expenditure projects need to be prioritized.
- The Board OK'd the Committee's request to plan a Spring S&S Fair, utilizing a portion of the greenbelt and Clubhouse for a half day, on a date TBD.
- The Board reviewed the Committee's request to ask the City to install rush hour no-turn signs from Ayers into the Community to lessen the flow of pass-through traffic. The Board instructed Management to put an article in the Signal asking for resident feedback.

• **Activities Committee**

- The Board reviewed the Activities Committee report and discussed how people should be invited to make event reservations, coordinating communication about events so that the Signal can get a head start on the electronic reservation system.
- It was moved and seconded (D. Glover/T. Peterson) to approve the 2017 Event Calendar as presented. Motion carried.

• **Scout Liaison**

- The Board reviewed the BSA report as prepared by M. Weinmann, who noted that the troop has begun meeting in the Clubhouse on Monday evenings and has moved their equipment into the Firehouse for storage.

6. **TREASURER'S REPORT**

- **Treasurer's Report.** The Board reviewed the October, 2016 Financials.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approvals.** There were no new Lien approvals.
- **Collectability Profile Approvals.** There were no new Collectability Profile approvals.
- **Small Claims Approvals.** There were no new Small Claims approvals.

7. **NEW BUSINESS**

Cul de Sac Replacement Proposals.

- After noting that the second contractor approved at last month's meeting could also not secure a permit from the city, and reviewing the new City of Concord sidewalk replacement program, it was moved and seconded (T. Peterson/R. Ellenson) to approve the replacement of concrete by the contractor approved by the City at five locations for a price not to exceed \$12,000. Motion carried.
- **Memorial Bench Request.** Tabled.
- **2017 Insurance Renewal.** After reviewing the 2017 insurance renewal proposal from NBS Insurance Agency, it was moved and seconded (T. Peterson/M. Buchanan) to approve the proposal from NBS Insurance Agency to renew the Commercial Package, Umbrella, Crime, D&O, EPLI and Sports Excess Medical policies for \$54,559.62. Motion carried.
- **Review of 2017 Reserve Projects.** The Board reviewed the 2017 Reserve project list from the 2017 Reserve Study update as prepared by Reserve Analysis Consulting, and instructed Management to have the backboard painted and put an article in the Signal asking for feedback on several options for the lower tennis backboard and basketball court.

8. **GOOD OF THE ORDER**

• **Directors' Comments**

- T. Peterson. Doesn't like the one-drive computer program used by the Board.
- D. Glover. Noted that the Clubhouse rental agreement excludes CHOA from any liability and thus causes some Homeowner Insurance carriers to refuse to issue a COI for rentals.
- B. Collins. None
- M. Buchanan. None
- R. Ellenson. None

- **President's Report.** None.

9. **INFORMATIONAL/ANNOUNCEMENTS**

- Task List, Map, Calendar, New Tenants Forms. In the packet.

10. **MOTION TO ADJOURN.** It was moved and seconded (T. Peterson/R. Ellenson) to adjourn to Executive Session at 9:37 pm. Motion carried. In this Executive Session, the Board discussed an employee issue, voted on Hearing requests and voted to authorize foreclosure proceedings on one delinquent account.

BOARD CERTIFICATION

I, Donna Glover Secretary
Director's Name Office Held

of the Cowell Homeowners' Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners' Association Board of Directors Meeting held on December 8, 2016 as approved by the attending directors.

Donna Glover
Signature

1/26/17
Date