

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday, August 25, 2016  
4498 Lawson Court, Concord, CA

**MINUTES**

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

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

**EXECUTIVE SESSION** at 6:47 PM. In this Executive Session, the Board assessed Fines for architectural violations on numerous accounts.

**1. CALL TO ORDER - ROLL CALL/ADOPT AGENDA**

- It was moved and seconded (D.Glover/T.Wright) to adopt the published agenda and call the meeting to order at 7:00 PM.

**2. HOMEOWNERS OPEN FORUM**

There were two Homeowners in attendance. A Homeowner on Silverberry told the Board he would have preferred more than 30 days to vote on the revised Bylaws and asked about reimbursement for tree damage that happened years ago. The Board asked him to submit documentation. A Homeowner on Sweet Shrub requested that lights be installed at the East and West entrance islands. He also asked that the trees on the Common Area greenbelt next to his house be trimmed as they drop much debris into his back yard.

**3. APPROVAL OF MINUTES**

- It was moved and seconded (D. Glover/R. Ellenson) to approve the July 21 Board Budget Meeting Minutes with corrections. Motion carried.
- It was moved and seconded (T. Wright/B. Collins) to approve the July 28 Board and Executive Session Meeting Minutes. Motion carried. D. Glover abstained.
- It was moved and seconded (D. Glover/R. Ellenson) to approve the August 1 Emergency Meeting Minutes with corrections. Motion carried.
- It was moved and seconded (D. Glover/R. Ellenson) to approve the August 11 Board and Executive Session Meeting Minutes. Motion carried.

**4. RECREATION REPORTS**

- **Tennis and Clubhouse Reports**

- **Tennis Coach Thor Schreck.**
  - Reported that courts 1-4 are being resurfaced.
  - There is one USTA team playing this summer and there will be three teams for the Fall season, which ends in November.
  - He will prepare an audit of all the 2016 teams to make sure all the non-resident fees have been paid.
  - He also clarified Landscape Care's court cleaning procedures.
- **Clubhouse Report.**
  - The Board reviewed the Clubhouse report.
  - Clubhouse Supervisor Andy Steinberg reported on the recent problems with parties that serve alcohol and the following recommendations were discussed: Enforce the maximum number of attendees at 120; No hard liquor - beer and wine only; Security must be there for the entire time of the party, not just when alcohol is being consumed; Double staff for alcohol parties; Must develop a call list protocol; Clubhouse staff controls the security guard; Can CH staff call police? Yes; Can CH staff take pictures of problem inebriates? No; The Resident who booked the party, whether for themselves or someone else, must be at the party the entire time.
  - Mr. Steinberg has created an inventory of Clubhouse supplies and will send it to the Board.
  - He will create a maintenance inspection template and begin regular inspections.
  - The Safety and Security Committee will work with the Clubhouse staff to review safety procedures.
  - The Board reviewed the information about proper AED maintenance and training and will remove the AED machine until a company is contracted with-can maintain the machine and staff are trained on its use.

- The Board reviewed a report of problems associated with a recent party at the Clubhouse.
- M.Weinmann mentioned that the CHOA sponsored Boy Scout Troop 429 will start to meet on Monday evening at the Clubhouse lounge.
- Lifeguard Season Review. Tabled.

## 5. COMMITTEE REPORTS

- **Architectural.** Committee Chair T. Wright reported that we will begin sending via letters for lifted and damaged sidewalks. If not corrected, we will send the address to the city for enforcement.
  - The Board reviewed the July 27, 2016 Minutes and the letters that went out with the unregistered vehicle and brown lawns violation letters.
  - The Manager will work with T. Wright and R. Ellenson to rewrite the violation letters templates.
- **WCST.**
  - The Board reviewed the July 12, 2016 Minutes and the WCST report as prepared by D. Glover.
  - WCST will share the results of their upcoming survey with the CHOA Board.
  - It was moved and seconded (D. Glover/B. Collins) to approve adding Friday night to the 2017 Crossings Challenge schedule. Motion carried.
- **Landscape.**
  - The Board reviewed the July 18, 2016 Minutes.
  - The Manager, T. Sweeney from Landscape Care and representatives from two tree care companies will walk the entire property on September 19 at 9 am to plan for the next round of trimming and removals.
  - The Committee has scheduled a walk to review the proposals generated by the Sept 19 walk on October 15 at 8:30 am for the greenbelt and October 29 for the South Slope.
- **Communications.**
  - The Board reviewed the Communications Committee report as prepared by R. Ellenson.
  - R. Ellenson reported that the August Signal went out without his prior review. The Manager will see that it does not happen again.
  - R. Ellenson will send passwords for all the BOD accounts to the Manager, so that only these two will have the passwords.
  - M. Buchanan will do a cost analysis of mailing the Signal only to those Homeowners who do not get the E-signal.
- **Facilities.**
  - The Manager will set up a Maintenance log, checking with Collins Management to see if they have an already-available program.
- **Rules.**
  - The Board reviewed the Committee report as prepared by D. Glover.
  - The Board reviewed the Committee recommendations to the Architecture-related responses by Homeowners to the draft Rules.
  - It was moved and seconded (D. Glover/M. Buchanan) to make no changes to the Rule prohibiting alcoholic beverages in the Common Areas.
- **Smokestack.** The Board reviewed the report of the meeting with the Smokestack leadership, M. Weinmann, B. Collins and P. Magee. The Smokestack Boutique leadership will incorporate separately from CHOA, get their own tax ID number, bank account and insurance policy prior to the next Boutique in November, or they will not be allowed to rent the facility. Following the November Boutique, they will remove all storage from the Firehouse.
- **Safety and Security.**
  - The Board reviewed the draft Minutes of July 19, 2016.
  - It was moved and seconded (B. Collins/M. Buchanan) to approve Hadas Trost and Dave Stelter as members of the Safety and Security Committee pending receipt of signed ethics policies. Motion carried.
- **Activities Committee**
  - The Board reviewed the Activities Committee meeting report.
  - 252 RSVPs for the BBQ but still only one volunteer.
- **Scout Liaison**
  - M. Weinmann reported on his meeting with the troop leadership.

## 6. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the July, 2016 Financials.
- **2017 Reserve Study Update Approval.** It was moved and seconded (T. Wright/R. Ellenson) to approve the 2017 Reserve Study Update using Option B, which calls for a 2.5% contribution increase for the next 10 years and a 2% increase for the following 20 years. The 2017 Reserve contribution will be \$295,557. Motion carried.
- **2017 Budget Approval.** It was moved and seconded (T. Wright/B. Collins) to approve the 2017 Budget for \$1,512,925. Monthly Unit assessments will increase from \$95 to \$97. Motion carried.
- **New Signature Cards.** It was moved and seconded (M. Weinmann/R. Ellenson) to approve Directors M. Weinmann, B. Collins, T. Wright and D. Glover to be signatories on the Association's Union bank and Morgan Stanley accounts. Motion carried.
- **Delinquency Report.** The Board reviewed the Delinquency Report, and instructed the Manager to prepare a spreadsheet for the September meeting with recommendations for accounts to send to Collections for Liens, Collectability Profiles or Small Claims actions.
- **Lien Approvals.** No new Liens were approved.
- **Collectability Profile Approvals.** No new Profiles were approved.
- **Small Claims Approvals.** There were no new Small Claims approvals.

## 7. NEW BUSINESS

- **Adopt Election Rules.**
  - The Board noted that no comments were received from Homeowners following the mailing of the draft Election Rules 30 days prior.
  - It was moved and seconded (T. Wright/B. Collins) to adopt the Election Rules as drafted by the law firm of Berding and Weil, LLC. Motion carried.
- **Kiosks Approval.**
  - It was moved and seconded (D. Glover/B. Collins) to purchase and install 3 informational kiosks on the Greenbelt for a cost not to exceed \$2,500, including installation. Motion carried.
- **Sidewalks Replacement Proposals.** Tabled.
- **Mission Statement Approval.** Tabled.
- **HVAC Maintenance Contract Approval.**
  - It was moved and seconded ( M. Buchanan/B. Collins) to approve a contract with Matrix HG, Inc. for quarterly maintenance of all CHOA HVAC equipment for an annual cost of \$2,876. Motion carried.
- **Volunteers Insurance Coverage Proposals.** Tabled. D. Glover will ask if WCST league insurance covers volunteers.
- **Vending Machine Contract Approval.**
  - It was moved and seconded (B. Collins/D. Glover) to approve a contract with Contra Costa Vending to provide 2 food and drink vending machines in the Clubhouse, with a 20% commission to CHOA. Motion carried.

## 8. GOOD OF THE ORDER

- **Directors' Comments**
  - D. Glover. Need legal definition of "Good Standing". What is the process and consequences
  - M. Buchanan. None.
  - B. Collins. Need Town Hall Notes written up. Will be out of town for much of September.
  - T. Wright. None.
  - R. Ellenson. Can we get name tags and CHOA shirts?
- **President's Report.** President M. Weinmann reported that the Town Hall was a great success and thanked the presenters for doing a splendid job. This year's Oktoberfest event should be transformed into a Safety and Security Town Hall instead, as security was a main concern of Town Hall attendees. We should do a prior e-signal survey.
- **Status of CHOA Management Dashboard.** The Board reviewed the task lists as prepared by Management.

9. **INFORMATIONAL/ANNOUNCEMENTS**

- **Update on Current Projects.** The Board reviewed the current projects status report.
- **Announcements.**
- Task List, Map, Calendar, New Tenants Forms. In the packet.

10. **MOTION TO ADJOURN.** It was moved and seconded ( D. Glover/B. Collins) to adjourn to Executive Session at 11 pm. Motion carried. In this Executive Session, the Board discussed a contract issue and an employee issue.

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**BOARD CERTIFICATION**

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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 August 25, 2016 as approved by the attending directors.

  
Signature

10/4/16  
Date