

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
**January 22, 2015**

**MINUTES**

**Present:** M. Weinmann; S. Cardoza; T. Wright; T. Peterson; M. Buchanan; R. Peterson (left the meeting at 10:08 pm); D. Glover

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

1. **EXECUTIVE SESSION** at 6:48 PM. In this Executive Session, the Board met with a Homeowner about a request for re-imbusement.
2. **CALL TO ORDER** at 7:02 pm, following Executive Session.
3. **OPEN FORUM/GUESTS:** Six homeowners were in attendance.

Two homeowners on Water Oak Court requested that certain trees that are too close to their house and driveway and so may cause damage be removed. The Board will review the upcoming report from the HOA's arborist and make a decision at a later date. A homeowner on Sweet Shrub Court presented a proposal to offer regular Yoga classes in the Clubhouse for small children. Tennis Coach Thor Schreck spoke to the Board about the USTA teams that play on the HOA's courts and a homeowner's request that non-homeowners pay a fee to use the courts. Thor will meet with the homeowner and the Manager to discuss possible solutions. A homeowner on Leatherwood Court and his business associate made a presentation to the Board for a group discount on insurance. The Board will take the proposal under consideration and revisit it at a later date.

4. **APPROVAL OF MINUTES.**

It was moved and seconded (M. Buchanan/S. Cardoza) to accept the Regular Meeting Minutes of December 16, 2014, with corrections and the Executive Session Minutes as presented. Motion carried.

5. **MANAGEMENT REPORT**

5.1 **Clubhouse Report**

Clubhouse Manager Andy Steinberg reported on the upcoming events being held at the Clubhouse: The Super Bowl party, the Lunar New Year potluck and the Vendor Expo fair. He reported that the net cost of events in 2014 was \$4,255 and that the youth soccer program is a go, with enough participants already signed up. He mentioned that he got a bid to install folding doors between the game room and the rest of the building. The Board noted that folding doors had been there at one time and removed by fire dept order. The Manager will check with the fire dept. Mr. Steinberg suggested that the Clubhouse open hours be changed - opening and closing an hour earlier, due to a relative lack of activity after 7 PM. The Board noted that there were some scheduled activities that do go to 8 pm and asked Mr. Steinberg to tabulate attendance after 7 pm. They will revisit the recommendation at a later date. Mr. Steinberg reported that the Clubhouse had been re-keyed, with the top and bottom floor doors now open with 2 different keys. The Board instructed Management to formulate written procedures (policy) for signing out keys.

5.2 **Clubhouse Lighting Proposal.** Tabled, pending a revised proposal for LED lights instead of CFL.

5.3 **New Microphone Proposals.** It was moved and seconded (D. Glover/R.Peterson) to approve the proposal from Eclipse Audio to install 2 wireless microphone systems in the Clubhouse for \$1,323.30. Motion carried.

5.4 **Fireplace Gas Logs Replacement Proposal.** It was moved and seconded (M. Buchanan/D. Glover) to approve the proposal from Elite Fireplace Service to install a new gas log burner with electronic valve for \$1,174.60. Motion carried. ( S. Cardoza and R. Peterson Opposed, T. Peterson Abstained)

5.5 **Folding Doors Proposal.** Tabled. Management will check with fire inspector for legality.

6. **TREASURER'S REPORT**

- 6.1 **Treasurer's Report.** Treasurer T. Wright noted that there were some errors in the Financial Report as put together by Collins Management and is working with the Collins accountant to correct.
- 6.2 **Delinquency Report.** Manager P. Magee will offer a more detailed Delinquency Report next month, with recommendations.

## 7. BUSINESS

- 7.1 **Lease Approvals.** It was moved and seconded (D. Glover/T. Wright) to approve the lease for 4401 Corkwood Court and to approve the lease of 4425 Willow Glen Court upon receipt of a color picture of the house and confirmation that the account is in good standing. Motion carried (M. Buchanan Abstained)
- 7.2 **Lease Procedures Process.** Tabled. The Board instructed Management to write rental approval procedures.
- 7.3 **Fidelity Insurance Increase Proposal.** It was moved and seconded (D. Glover/T. Wright) to approve the increase in Fidelity (Crime) coverage from \$1M to \$3M for an additional premium of \$1,161. Motion carried (M. Buchanan Abstained)
- 7.4 **Levy Erlanger Engagement Letter.** It was moved and seconded (T. Wright/D. Glover) to approve the proposal from Levy, Erlanger & Co., CPA, to prepare the 2014 taxes and Financial Review for \$3,190. Motion carried (M. Buchanan Abstained)
- 7.5 **Sprinkler Valve Replacement Approval.** It was moved and seconded (T. Wright/R. Peterson) to approve the Proposal from A.S.T.I to replace the fire sprinkler valve at the Clubhouse for \$1,490, and the proposal from Cintas to repair the check valve cover and perform the flow test for \$667.50. Motion carried.
- 7.6 **Pool Equipment Room Door Proposals.** It was moved and seconded (T. Wright/S. Cardoza) to approve the proposal from LHI Construction to replace the doors to the muriatic acid closets in the East and West pool equipment rooms and to patch the hole in the drywall of the East pool acid closet drywall for \$1,000. Motion carried (M. Weinmann, M. Buchanan and T. Peterson Opposed.)
- 7.7 **Barberry Pool Replaster Specs.** Tabled, pending additional information.
- 7.8 **Clubhouse Roof Leak.** It was moved and seconded (T. Wright/R. Peterson) to approve the Proposal from Roof Tile Custom Specialists to clean the gutters on all HOA-owned buildings, re-caulk the leaking windows in the Clubhouse and repair or replace the broken tiles on the Clubhouse roof for a time and materials approximate cost of \$1,500. Motion carried. (T. Peterson Opposed)
- 7.9 **Martell South Slope Well Proposals.** It was moved and seconded (M. Buchanan/D. Glover) to approve the proposals from Martell Water Systems to replace the booster pump for \$2,595.32 and chemical clean the well and pump for \$4,280.75. Motion carried.

## 8. COMMITTEE REPORTS

- 8.1 **Architectural Committee.** S. Cardoza reported that 4406 Water Oak Court was denied his request to the ACC Committee to have 2 separate colors for his trim and Ms. Cardoza asked the Board where in the Rule it was stated that only one color was allowed for the trim. Ms. Cardoza said an article would appear in the Signal informing homeowners what the ACC Committee will look at when doing their inspections. The Hearing notices did not go out with the required 10 days notice and so the Hearing will be scheduled for February's meeting. The ARC Committee has scheduled an inspection of Sector 1 with the entire Committee for February 15 at 10am.
- It was moved and seconded (S. Cardoza/R. Peterson) to add the colors Sedona Sunset, Spanish Tile and Aged Bark to the approved list of roof shingle colors. Motion carried
- 8.2 **Landscaping Committee.** T. Peterson reported on the 2 Committee meetings that were held in January and presented the Committee's recommendations to the Board. Future landscape proposals will include pictures and rough sketches of the area. Management will report every month on how much has been spent on landscaping projects and what remains in the Operating and Reserve budgets for the landscaping accounts. Management will send notices to the homeowners near tree removal areas and all homeowners about the South Slope renewal project, and mention that the Landscaping Committee meets on the first Thursday of every month. The Landscape Committee will supply an article for the Signal quarterly, instead of monthly.
- It was moved and seconded (T. Peterson/S. Cardoza) to approve the proposal from landscape Care to replant the 2 areas where trees had been felled by recent high winds for \$1,400. Motion carried.
  - It was moved and seconded (T. Peterson/D. Glover) to approve the proposal from landscape Care to place a large moss rock in front of the Heritage Oak and attach to the rock the

historical plaque that currently adorns a small concrete post in front of the tree for \$350.  
Motion carried .

- Dog Park Trees and Benches. Tabled, pending additional information.
- It was moved and seconded (T. Peterson/M. Buchanan) to approve the proposal from landscape Care to improve irrigation throughout the community per items 3,4,5,6,10,11,13,14,15,16,17,18,19 and 20 of their proposal of October 3, 2013 for \$14,855. Motion carried
- It was moved and seconded (T. Peterson/S. Cardoza) to approve the proposal from landscape Care to replant the South Slope area and install irrigation across from the Clubhouse per the landscape plan of landscape architect Dan Olshansky for \$33,975. Motion carried.
- It was moved and seconded (T. Peterson/S. Cardoza) to approve the proposal from Donado Tree Service to remove 20 trees and 1 large branch on the South Slope across from the Clubhouse per the landscape plan of landscape architect Dan Olshansky for \$7,050. Motion carried.

- 8.3 Swim Team Liaison.** D. Glover reported that she and Manager Pat Magee met with the WCST Board at their meeting in the Business Office on January 13. The new "S" keys for the bottom floor of the Clubhouse were given to 5 Board members who signed for them. Ms. Glover noted that the bulletin board at the main pool needs to be replaced (Manager P. Magee will get it replaced), the pool deck needs repair near the baby pool (Manager P. Magee will look into it) the room with freezers has no ventilation and so the freezers run all the time when they are plugged in in the summer (Manager will get proposals to fix), the Swimming coach paid \$200 per week for his Spring clinic last year and \$175/week in the Fall and the next clinic begins March 2. Ms. Glover reported on the financial analysis by Treasurer T. Wright on the cost to CHOA to operate the pool.
- It was moved and seconded (T. Wright/S. Cardoza) to ask the swimming coach to pay \$400 per week when his swim clinic is in session to help offset the cost to operate the pool during those times.

## **9. PRESIDENT'S REPORT & DIRECTOR COMMENTS**

### **9.1 Director Comments.**

T. Peterson - no comments; D. Glover said that the swim team asked if we could get them an ice maker. Manager will get prices; M. Buchanan asked about the Rules Book revision – the ARC Committee is nearly done with their part. He mentioned that the protocol for email communication between Board members outside of a meeting is that the entire Board should never be copied; T. Wright - no comments; S. Cardoza said that the tennis court lights are still not fixed, asked for a copy of the Clubhouse procedures manual, asked why there are not 2 Collins representatives at Board meetings, recommended that we have more useful information in the Signal than quotes from writers, such as reminders to pick up after your dog and useful phone numbers, mentioned that Mascots are back for the April 4 Spring Egg Hunt, asked if we knew who is responsible for the maintenance of the Concrete wall by Cowell Road and asked that the tennis and recreation section be returned to the Signal. She also asked for an updated employee manual, that her's was dated 2004. M. Weinmann stated that there is no more current one. She asked when the last employee evaluation was conducted - that her's was dated March 2013. She asked if D. Glover received a Board Manual. She did not. R. Peterson was not present, having left the meeting at 10:08 pm.

- 9.2 President's Report.** M. Weinmann reported that he submitted an article about the East Entrance project to the Concord Pioneer for their next issue and that he was working on coordinating the communication among the various sources at CHOA. He spoke of the presentation in the earlier Homeowner's Forum for group insurance discounts for homeowners and the Board agreed to table it for now.

## **10. INFORMATIONAL**

- 10.1 2014 Reserve Projects Report.** T. Peterson will get with the Manager to revise the report form.
- 10.2 Tennis Court and Greenbelt Light Posts Update.** The Manager reported on the yet-to-be-received proposals from the 3 vendors that had been requested. Proposals are expected shortly.
- 10.3 Chain Locks on Doors Update.** The Manager reported that the Fire Inspector told us to remove the chains from the Clubhouse double doors. The Manger has requested other security proposals for those doors from Rex Lock.
- 10.4 Contra Costa County Fire Protection - Re-inspection Report.** The Manager reported that he met with the Fire Inspector and agreed to have all of the required work done by late February.

11. **ADJOURNMENT** was at 11:30 pm to Executive Session. In this Executive Session, the Board Voted for a partial refund to a Homeowner for Clubhouse rental problems, made a decision on a legal issue and tabled a decision on a personnel issue.


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**BOARD CERTIFICATION**

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I, Sabinda Cardoza 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 \_\_\_\_\_ as approved by the attending directors.

  
Signature

2/26/15  
Date