

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING

Thursday, January 28, ~~2015~~ 2016 *Jan*
4498 Lawson Court, Concord, CA

MINUTES

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

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

EXECUTIVE SESSION at 6:30 PM. In this Executive Session, the Board interviewed an applicant for the vacant Board position and approved a Fine reversal.

1. **CALL TO ORDER** at 7:00 PM.

2. **HOMEOWNERS OPEN FORUM**

Approximately 40 Homeowners and 5 guests were present. Two representatives from Boy Scout Troop #429 asked the Board to consider sponsoring their troop and allowing Monday night meetings in the Clubhouse and a small storage space. There would be no cost to CHOA. The Boutique Treasurer answered questions from the Board. Fourteen people spoke in support of the Swim Team and three expressed concerns over the cost of the Swim Team and restrictions of Main Pool access to non-Swim Team Homeowners. The Swim Team Coach and the Swim Team Director addressed the Board as well, giving an explanation of, and reasons for, the changes over the last 2 years.

3. **NEW HOA DIRECTOR APPROVAL**

It was moved and seconded (M. Weinmann/R. Ellenson) to approve the appointment of Barry Collins to the seat on the Board that was vacated by the resignation of Jaime Keane. Mr. Collins will serve until the next Board election, at which time he may run for re-election. Motion carried.

4. **VENDOR FAIR**

Homeowner Nancy Bennett spoke to the Board about the upcoming Vendor Fair, to be held in March in a tent on the basketball court. Ms. Bennett will rent the space at Clubhouse rental rates and will make no profit on the venture.

5. **APPROVAL OF MINUTES**

- It was moved and seconded (D. Glover/R. Ellenson) to approve the December 17, 2015 Board and Executive Session Minutes. Motion carried. B. Collins abstained.
- It was moved and seconded (T. Wright/D. Glover) to approve the January 7, 2016 Board and Executive Session Minutes. Motion carried. B. Collins abstained.

6. **SWIM TEAM 2016 FEE APPROVAL**

Tabled, for more information.

7. **CLUBHOUSE, TENNIS AND ACTIVITIES COMMITTEE REPORTS**

- **Clubhouse Supervisor Andy Steinberg** reported that Clubhouse usage for 2015 increased by 42% over 2014. He will begin documenting pool usage complaints.
- **Tennis Coach Thor Schreck** reported that there are three USTA teams for the Winter season and that four more Residents have recently joined CHOA USTA teams. He said he's received many positive comments about the new court lights and they look great. He will look to see if the new \$40 non-resident USTA fee covers the cost of the additional insurance for team play.
- **Activities Committee Report**
Donna Glover reported that the 2016 Crossings Event Calendar had been updated.
 - It was moved and seconded (D. Glover/S. Cardoza) to approve the revised 2016 Event Calendar. Motion carried.
- **Boy Scout Sponsorship Request**
- Tabled, pending additional information.
- **Smokestack Boutique**
Director B. Collins agreed to serve as Liaison to the Boutique.

8. TREASURER'S REPORT

- **Treasurer's Report.** Treasurer T.Wright reported that we need to adjust bad debt expense for the year end. He will work with the Manager and accountant to facilitate the changes.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Collection Policy Changes.** The Board reviewed the recommendations from the Manager on ways to improve the current draft Collection Policy. The Board instructed the Manager to send the changes to the attorney for review and incorporate them into the existing draft policy.
- **Lien Approvals**
- No new Liens were approved.
- **Collectability Profile Approvals**
 - It was moved and seconded (M. Weinmann/M. Buchanan) to authorize Allied Trustee Services to perform a Collectability Profile for account #81183. Motion Carried.
- **Small Claims Approvals**
 - It was moved and seconded (M. Weinmann/R. Ellenson) to authorize Allied Trustee Services to send account #81633 to Small Claims Court to collect unpaid assessments. Motion Carried.

9. BUSINESS

- **West Pool Deck Proposals**
 - D. Glover abstained from the discussion of this item.
 - It was moved and seconded (M. Buchanan/B. Collins) to approve the proposal by Black Diamond Pavers to remove the concrete deck and install Basalite Artisan Slate pavers around the West Pool for \$76,393. Motion Carried. D. Glover abstained.
- **Greenbelt Bench Sponsorship.**
 - It was moved and seconded (D. Glover/S. Cardoza) to approve the sponsorship of greenbelt benches for the total cost of the installation, pending Board approval of each individual application. Motion carried.
- **Landscape Proposals**
 - It was moved and seconded (M. Buchanan/R. Ellenson) to approve proposals #1-19 from Landscape Care for irrigation and landscape improvements to the central greenbelt area for \$86,000. Motion carried.
- **Tennis Court Electronic Access Proposals**
 - Tabled, pending additional, expanded proposals.

10. COMMITTEE REPORTS

- **Architectural Committee.**
 - The Board reviewed the Architectural Committee Minutes of December 10, 2015 and January 14, 2016.
 - Salinda Cardoza reported that the Committee has been reviewing existing visible sheds throughout the community and will recommend the approval of guidelines for new sheds at the next Board meeting.
- **Landscape Committee.** The greenbelt walkthrough on January 16 resulted in the approvals of irrigation and landscape improvements at this meeting. Next landscape Committee meeting will be Tuesday, March 1.
- **WCST Liaison.**
 - A decision on Swim Team fees for 2016 was tabled earlier. D. Glover, T. Wright and M. Weinmann will meet with the Director and Director-elect of the team soon to discuss CHOA/WCST integration timelines.
- **Communications Committee.**
 - Website RFQs have been received from two firms. RFQs have been sent to additional firms as the third bidder has gone out of business.
 - The Survey returns are complete and we have received more than 200 replies.
 - The Board laptops have arrived and are being programmed by Rich Ellenson and Liviu Ionescu.
- **Rules Committee.** Nothing to report. *Committee has disbanded*

- **Facilities Committee.** The Facilities Committee will set up a meeting with the two pool contractors to go over logistics.

11. PRESIDENT'S REPORT AND DIRECTOR COMMENTS

Director Comments

- R. Ellenson - Mr. Ellenson is happy that this Board has no interior factions or alliances.
- S. Cardoza - Ms. Cardoza reported that the Board binders will be ready soon. She asked if we needed to lock down certain parts of the new website for members only.
- B. Collins - Happy to be aboard.
- T. Wright - None
- D. Glover - Ms. Glover thanked M. Weinmann for his great communication regarding the Swim Team.
- M. Buchanan - Calendar

President's Report

President M. Weinmann went through the draft agenda and presenters for the February 21 Town Hall meeting. He instructed the Manager to craft a letter to send to all Homeowners next week inviting them to the meeting and to provide, along with Andy Steinberg, the beer, wine and food.

12. INFORMATIONAL

- **Task List.** In the packet.
- **Water Reports.** In the packet.

- 11. ADJOURNMENT.** It was moved and seconded (M. Buchanan/D. Glover) to adjourn to Executive Session at 11:33 PM. Motion carried. In this Executive Session, the Board reversed a Fine, approved Fines and discussed a legal and contract issue.

BOARD CERTIFICATION

I, Salinda 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 January 28, 2015 as approved by the attending directors.


 Signature

03/02/2016
 Date