

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
**March 26, 2015**

**MINUTES**

**Present:** M. Weinmann; S. Cardoza; M. Buchanan; D. Glover

**Absent:** T. Wright; T. Peterson

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

1. **EXECUTIVE SESSION** at 6:53 PM. In this Executive Session, the Board reviewed a request from a Homeowner to reverse an Architectural Committee decision and heard from former Board member Rich Peterson regarding his resignation.
2. **CALL TO ORDER** at 7:05 pm, following Executive Session.
3. **OPEN FORUM/GUESTS:** Eight homeowners were in attendance.

- Two homeowners on Water Oak and Weeping Spruce Courts gave an update on the CERT trainings and level of participation in the Crossings.
- Homeowners on Clear Creek, Pitch Pine, Striped Maple, North Willow Glen and River Ash Courts spoke about the coming \$40 charge for non-residents playing in USTA tennis teams and requested that it be lowered to \$25.
- Realtor and Homeowner Nancy Bennett gave an update on the recent HomeExpo and Saint Patrick's Day events she hosted; and the state of the housing market in Concord with an emphasis on CHOA.

4. **DIRECTOR RESIGNATION AND REPLACEMENT**

Board President M. Weinmann reported on the march 12, 2015 resignation of Board member Rich Peterson. Decision on a replacement for Mr. Peterson was tabled to the April 23 Board meeting.

5. **APPROVAL OF MINUTES**

- It was moved and seconded (D. Glover, M. Buchanan) to accept the Regular Meeting Minutes of February 26, 2015. Motion carried.
- It was moved and seconded (D. Glover/M. Buchanan) to accept the Executive Session Minutes of February 26, 2015 as presented. Motion carried.

6. **CLUBHOUSE AND TENNIS REPORTS**

Clubhouse Supervisor Andy Steinberg reported that we have 89 RSVPs so far for the wine tasting event and 10 for the egg hunt. The St Paddy's Day party was a huge success with a capacity crowd, and the last Movie Night had 15 attendees.

- It was moved and seconded (M. Weinmann/D. Glover) to lower the previously-approved amount of \$40 per person per season to \$25 for non-resident players on the USTA tennis teams. Motion carried. (S. Cardoza Abstained)

7. **TREASURER'S REPORT**

- **Treasurer's Report.** Treasurer T. Wright was absent from the meeting. The Balance Sheet and Revenue and Expense report were included in the Board packet.
- **Delinquency Report.** The Board reviewed the spreadsheet of the top ten delinquent accounts as prepared by Management.
- **Collections/Lien Approvals.** The Board directed Management to follow the Association's Collection Policy and send accounts that are 90 days delinquent in assessments to Allied Trustee Services, after checking with the Association's attorney if 90 days is too long to wait, as the Collection Policy says "On or about the 46<sup>th</sup> day after a payment is due..."

## 8. BUSINESS

- **Website Discussion**  
Webmaster Stephen Bath explained his processes in updating the Association's website, which he has been doing at no charge to the Association since 2009. The Board thanked him for his services. He is not a professional web designer and the Board discussed the possibility of hiring a professional to update the look and navigation of the site.
- **Clubhouse Folding Doors Proposal.** Tabled. The Board will consider a different location for the folding doors.
- **Clubhouse Handrail Proposal.** Tabled.
- **Hillside Rototilling Proposal.** It was moved and seconded (S. Cardoza/D. Glover) to approve the proposal from Trax Trax to rototill the North Slope hillside for \$3,850. Motion carried
- **Pool Cover Proposals.** It was moved and seconded (M. Buchanan/D. Glover) to approve the proposal from Lincoln Aquatics for new covers for the main pool and tot pool for \$5,270.40. Motion carried. (M. Weinmann opposed)
- **Sidewalk Concrete Cutting Proposals.** It was moved and seconded (D. Glover/M. Buchanan) to approve the proposal from Precision Concrete Cutting to mitigate the 50 found trip hazards, excluding the dog park area, for \$2,117.50. Motion carried. It was moved and seconded (S. Cardoza/M. Buchanan) to approve the proposal from Precision Concrete Cutting to mitigate the 4 found trip hazards in the dog park area for \$500. Motion carried.
- **Well Repair Proposal.** It was moved and seconded (M. Buchanan/S. Cardoza) to approve the proposal from Martell to replace the pump and motor at the South Slope well for \$5,488.37. Motion carried.
- **Reserve Sturdy Proposals.** Tabled.
- **Main Pool Filter Maintenance Proposal.** It was moved and seconded (D. Glover/S. Cardoza) to approve the proposal from National Aquatic Services to replace the sand and rebuild the backflush valves in the main pool filter for \$4,404.50. Motion carried.
- **Playgrounds Inspection Proposal.** The Board instructed Management to get the playgrounds inspected.
- **Lease approvals.** There were no new leases to approve.

## 9. COMMITTEE REPORTS

- **Architectural Committee.** S. Cardoza reported that the Committee found additional areas in the Architectural portion of the Rules that they would like to refine, such as shutter colors, tint in driveway concrete and stamped concrete for driveways, so it is not yet ready for Board approval. A homeowner at the AC meeting the night before asked how often the garbage cans on the greenbelt were emptied and recommended that articles be placed in the Signal letting people know that the streets are cleaned on the last Thursday of the month and that cars should be moved from the street if at all possible and offering water-saving tips. The AC Committee recommends that the Board approve a new member for the Committee, who has attended 2 meetings in a row.
  - It was moved and seconded (S. Cardoza/D. Glover) to approve the appointment of Cowell Homeowner Tim Power to the Architectural Committee. Motion carried.
- **Landscaping Committee.** M. Buchanan gave the landscape Committee report on behalf of the absent Committee Chair, T. Peterson. He noted that the Manager and Tom, Landscape Care, will mark all trees in the greenbelt and S Slope that Traverso recommended for removal so that two other tree companies can bid on their removal. The Committee recommended that the Board approve the proposal from Traverso Tree Care to trim the trees in the greenbelt.
  - It was moved and seconded (M. Buchanan/D. Glover) to approve the proposal from Traverso Tree Care to trim greenbelt trees at 14 locations for \$17,200. Motion carried.

- **Swim Team.** Swim Team Committee liaison D. Glover reported on the last Swim Team Board meeting of March 10, 2015. The following areas are in need of maintenance: A stall in the women's bathroom locks by itself and cannot be opened from inside; there is graffiti on the inside of the men's room handicap stall; a urinal in the men's room is coming off the wall. The rest of the meeting was reported in Executive Session due to the personnel nature of the report.

**10. PRESIDENT'S REPORT & DIRECTOR COMMENTS**

- **Director Comments.**
  - D. Glover -- The interior of the firehouse needs cleaning. Asked that the spider webs in the Clubhouse be removed. The rush hour traffic on S. Larwin Ave. is very high, what can be done about it?
  - M. Buchanan - Would like to see Homeowners attending Board meetings and wanting to speak at the Open Forum to fill out forms while waiting outside for the Exec session to end. The Manager could respond the next day, thanking them for their concerns and letting them know of the Board's decision or that they are taking it under advisement... It could be a speaker card located in a basket outside of the front door. He noted that on one of the security reports there was a complaint of a loud party. The security officer responded to the complainant that the security company had no jurisdiction and that the police should be called. M. Buchanan instructed Management to invite the security company boss to the next Board meeting.
  - S. Cardoza - Would like to have a quarterly report from the Secretary on the agenda. Again, requested that lights be installed outside the large patio of the Clubhouse facing Lawson Ct. The lights on the Clubhouse patio overlooking the pool do not work. Asked if any Board members would like to volunteer for the Egg Hunt. She is revising the binder in the Business Office for homeowner to homeowner vendor recommendations. S. Cardoza asked if there is a list of CHOA homeowners with suspended privileges? (no) She asked that one be generated. Asked if the Swim Team Minutes were available? If so, could they be included in Board packets. She also questioned if the Board is required to make a Motion, etc. to adjourn Board meetings? (yes).
  - M. Weinmann - We need some control over the website and the ability to add things. Would like to see a professional design the website and have the current webmaster continue to add items given to him by the Board or Management. Asked the Manager to provide snacks for the BOD meetings.
- **President's Report.** President M. Weinmann discussed possible candidates for the Board seat vacated by R. Peterson. He noted that the By-laws allow the Board to appoint a replacement to fill an empty seat to serve until the end of the vacant term. Prospective candidates will be invited to meet with the Board at the April meeting.

**11. INFORMATIONAL**

- **2014 Reserve Projects Report.** T. Peterson has met with the Manager to revise the report form. The Manager will complete the form and include it in the April BOD packet.

**12. ADJOURNMENT.** It was moved and seconded (D. Glover/M. Buchanan) to adjourn to Executive Session at 10:42 PM. Motion carried. In this Executive Session, the Board voted on an employee matter, discussed a Committee personnel issue and voted to amend a contract.

**BOARD CERTIFICATION**

I, Salinda Cardoza

Director's Name

Secretary

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.

Salinda Cardoza  
Signature

3/26/15  
Date