

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, April 28, 2016
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 6:48 PM. In this Executive Session, the Board voted to approve Fines for ongoing violations.

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

2. **HOMEOWNERS OPEN FORUM**

A Homeowner on Silverberry asked how commissions are paid to the broker handling CHOA's Reserve money. The Board will investigate and get back to him.

3. **INTRODUCTION OF DANIELA REICH, NEW POOL MANAGER**

The Board spoke with Ms. Reich about her experience.

4. **APPROVAL OF MINUTES**

- It was moved and seconded (M. Buchanan/B. Collins) to approve the March 24, 2016 Board Minutes, with corrections. Motion carried.
- It was moved and seconded (M. Buchanan/B. Collins) to approve the March 24, 2016 Executive Session Board Minutes. Motion carried.

5. **CLUBHOUSE, TENNIS, WCST AND ACTIVITIES COMMITTEE REPORTS**

- **WCST Committee Director-Elect Matt Dobbs** reported that registration was a bit behind projections at this point, at 150, but they expect to reach their goal of 165 by season start. Of those 150, 62 are non-residents. Assistant coaches will begin work on May 12. He requested that their check writing limit be increased to \$5,000, as some of their away meets approach that number and they do not know the exact amount until the day of the meet. It will be on May's BOD agenda.
- **Employee Background Check Status.** General Manager Pat Magee reported that the background checks have begun and 2 results, both benign, have already been received.
- **Clubhouse Supervisor Andy Steinberg** reported that planning for the Annual Cinco De Mayo party was progressing, with 55 reservations so far. He has researched Eventbrite, an online reservation service, and will use it for future events. He reported that the new vending machines were scheduled to be installed on May 2. He will work with the Manager to get locks installed on the kitchen cabinets.
- **Tennis Coach Thor Schreck** was not able to attend the meeting. Mr. Magee reported that he met with Mr. Schreck and the owner of the company that resurfaces the courts and that, although the Reserve Study only calls for resurfacing 2 of the upper courts this year, all 4 upper courts have significant cracks and should be resurfaced. He is securing additional quotes.
- **Activities Committee Report**
Wine Tasting was a success, despite the numerous no-shows.

6. **TREASURER'S REPORT**

- **Treasurer's Report.** The Board reviewed the March, 2016 Financials. The Board asked the Manager to find out where we are with the small claims actions that had been approved. They also asked that the Manager find out if Fines, Late Fees and Dues can be separated out for each delinquent account and that the delinquent accounts be invited to a Hearing to suspend their privileges.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **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. BUSINESS

- **Business Office Sidewalk Proposals.** It was moved and seconded (T. Wright/R. Ellenson) to approve the proposal from Carrasco Construction to replace the sidewalk, curb, gutter and 12 inches of asphalt on the South Larson side of the Business Office for \$5,575. Motion carried.
- **Sidewalk Trip Hazard Proposal.** It was moved and seconded (T. Wright/R. Ellenson) to approve the proposal from Precision Concrete to cut the trip hazards at 130 locations for \$6,125. Motion carried.
- **Lawson Court Bridge Replacement Proposals.** Tabled.
- **Electronic Entry Proposals.** Tabled.
- **West Pool Equipment Room Electric Proposal.** It was moved and seconded (T. Wright/B. Collins) to approve the proposal from Current Electric to reroute the electrical conduit in the equipment room for \$2,750. Motion carried.
- **Playground Awning Proposals.** It was moved and seconded (R. Ellenson/ D. Glover) to approve the proposal from Home Teck to install shades over the main playground equipment, including posts and permits for a cost not to exceed \$45,000. Motion Carried.
- **Playground Sand and Fibar Proposals.**
 - It was moved and seconded (D. Glover/R. Ellenson) to approve the proposal from landscape Care to install 7 yards of sand at the main playground for \$1,138. Motion carried.
 - It was moved and seconded (D. Glover/T. Wright) to approve the proposal from Jet Mulch to deliver 29 yards of Fibar playground mulch for \$1,570. Motion carried.

8. COMMITTEE REPORTS

- **Architectural Committee.**
 - The Board reviewed the Architectural Committee Minutes of March 16, 2016.
 - It was moved and seconded (S. Cardoza/B. Collins) to approve a change in the meeting day for the Architectural Committee to the 4th Wednesday of every month. Motion carried.
 - It was moved and seconded (S. Cardoza/B. Collins) to approve an application from account # 81934 to replace the front yard landscaping and driveway. Motion carried.
 - It was moved and seconded (S. Cardoza/B. Collins) to approve an application from account # 81083 to paint the house Kelley Moore Ironwood and Swiss Coffee. Motion carried.
- **Landscape Committee.**
 - It was moved and seconded (M. Buchanan/D. Glover) to approve the proposals from Landscape Care to plant flowers at the East and West Entrances for \$1,335, and to landscape the areas surrounding the Wes Pool for \$8,815. Motion carried.
 - It was moved and seconded (M. Buchanan/D. Glover) to approve the following new Committee Members: Larissa Galanti, Hadas Trost, Rex Malmstrom and Gila Sagy. Motion carried.
 - It was moved and seconded (M. Buchanan/S. Cardoza) to approve the third Thursdays of every month as the regular Committee meeting date. Motion carried.
 - It was moved and seconded (M. Buchanan/B. Collins) to remove Susan Collins from the Committee for missing the last few meetings. Motion carried.
- **Communications Committee.** The Board reviewed the Committee report as presented by Committee Chair R. Ellenson.
- **Facilities Committee.** Chair Tim Wright and General Manager Pat Magee reported on the progress of the West Pool renovation, which is expected to be complete by Memorial Day Weekend. Grand Opening BBQ is tentatively set for June 5, 2016.
- **Rules Committee.**
 - It was moved and seconded (D. Glover/S. Cardoza) to eliminate the Greenbelt Usage Form, as it created much confusion and had little usefulness. Motion carried.
 - Seasonal Employee Manual Approval. Tabled.
- **Smokestack Boutique Committee.** Committee Chair B. Collins reported on the recent informational meeting between himself, General Manager P. Magee and members of the Boutique Committee.
- **Safety and Security Committee.**

- It was moved and seconded (B. Collins/R. Ellenson) to approve the following new members of the Committee: Rob Brooks, Mike Hendershot and Earl Koski. Motion carried.
- The Board reviewed the Minutes of the April 19, 2016 Committee Meeting, and the traffic counts taken by the City of Concord on February 16, 2016.
- **Nominating Committee.** The Board reviewed Article VI, Section 1 of the By Laws which state that the Board shall appoint a Nominating Committee prior to the Annual Meeting to serve from the close of that Annual Meeting to the close of the next (2017) Annual Meeting.

9. PRESIDENT’S REPORT AND DIRECTOR COMMENTS

Director Comments

- M. Buchanan - Comments about WCST - No charge to WCST to keep the pool open in September; we should not need the \$500 Clubhouse deposit from WCST; Scholarships for WCST members?; Spring Clinic income budgeted for only \$3,195. Donna to tell WCST what we want, with Tim’s help.
- D. Glover - Would like pictures to be taken of the Board.
- B. Collins - Will we do another Town Hall?
- T. Wright - No comments.
- S. Cardoza - No comments.
- R. Ellenson - Asked about hiring a handyman - spoke with a company at the ECHO seminar.

President’s Report

- Boy Scouts - Mark spoke with Dave, our liaison with the troop. They are in the process of severing their relationship with the church where they now meet, so that they can relocate here.
- Next Town Hall meeting will be in August and will be combined with Candidate’s Forum.
- Need info in BOD packet on times.

10. INFORMATIONAL

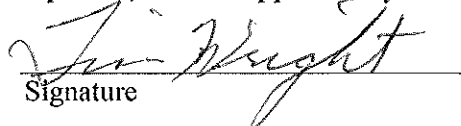
- **Task List.** In the packet.
- **Map.** In the packet.
- **Calendar.** In the packet.
- **New Tenants Forms.** In the packet.

- 11. ADJOURNMENT.** It was moved and seconded (D. Glover/ S. Cardoza) to adjourn to Executive Session at 12:32 am, March 25, 2016. Motion carried. In this Executive Session, the Board discussed employee issues and approved Fine Reductions.

BOARD CERTIFICATION

| | | |
|-----------|--------------------|------------------|
| I, | Tim Wright, | Treasurer |
| | 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 April 28, 2016 as approved by the attending directors.


Signature

6.6.16
Date