

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday, May 26, 2016  
4498 Lawson Court, Concord, CA

**MINUTES**

**Present:** M. Weinmann; 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 accepted a Director's resignation, interviewed one vendor and approved the contract amount and term for another vendor. The contract will be approved in Open Session.

1. **CALL TO ORDER** at 7:25 PM.
2. **HOMEOWNERS OPEN FORUM**  
No one spoke in Homeowners Forum.
3. **PRESIDENT'S REPORT**  
President Mark Weinmann outlined format changes that are intended to make Board meetings more efficient.
4. **APPROVAL OF MINUTES**
  - It was moved and seconded (R. Ellenson/D. Glover) to approve the April 28, 2016 Board Minutes and Executive Session Minutes, with corrections. Motion carried.
5. **CLUBHOUSE, TENNIS AND ACTIVITIES COMMITTEE REPORTS**
  - **Clubhouse Supervisor Andy Steinberg** reported that reported that 10 kids are currently signed up for T-Ball and that he expects the final number to be 18.
  - **Tennis Coach Thor Schreck** reported that with the closing of Valley Vista, he has received request for more USTA teams to play here, but we are limited to 4 teams at a time. He presented the match and practice schedule for the Spring Season and noted that it is very rare to have more than 1 match on a weekend day. The Summer Season should have fewer teams.
  - **Activities Committee Report**  
The Committee will meet next Tuesday at 7Pm to review past events and plan the back to School BBQ. Grand Opening BBQ for the West Pool is scheduled for July 4.
6. **TREASURER'S REPORT**
  - **Treasurer's Report.** The Board reviewed the April, 2016 Financials. The Treasurer reported that we are under budget for the year. The Board asked the Manager to find out where we are with the small claims actions that had been approved, and to include a Reserve expenditures report along with the Financials in future Board packets.
  - **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**
  - **Lawson Court Bridge Replacement Proposals.** It was moved and seconded (T. Wright/R. Ellenson) to approve the proposal by Robert Dye & Associates to remove the 2 rotted wooden bridges on Lawson Court and replace them with concrete sidewalks for a cost not to exceed \$13,000. Motion carried.
  - **Window Cleaning Proposals.** It was moved and seconded (D. Glover/B. Collins) to approve the proposal from Excellent Window Cleaning to clean the windows in the Business Office, Clubhouse and Preschool for \$1,400. Motion did not carry. The Manager was instructed to purchase window cleaning tools and have the Clubhouse staff clean the windows.

- **Handyman Approval.** It was moved and seconded (B. Collins/M. Buchanan) to hire a part time handyman for \$20 per hour for no more than 15 hours per week. Motion carried. D. Glover and T. Wright abstained.
- **Preschool Contract Renewal .** It was moved and seconded (M. Buchanan/T. Wright) to renew the Preschool lease for a term of one year for \$1,900/month, or \$22,800 for the year, which represents an increase of about 15% to cover the additional costs of fire alarm monitoring. Motion carried. D. Glover opposed.

## 8. COMMITTEE REPORTS

- **Architectural Committee.**
  - The Board reviewed the Architectural Committee Minutes of April 14, 2016.
  - The Board reviewed the information put together by S. Cardoza, detailing the City of Concord's laws regarding unlicensed vehicles, and instructed the Manager to include that information with unlicensed vehicle violation letters.
- **WCST Committee.**
  - It was moved and seconded (D. Glover/R. Ellenson) to approve the revised Walnut Country Swim Team Charter. Motion carried.
  - It was moved and seconded (D. Glover/T. Wright) to approve moving the Swim-a-Thon times to 5pm to 9pm on Monday, July 11, 2016. Motion carried.
  - It was moved and seconded (D. Glover/T. Wright) to increase the check writing limit for the WCST Union Bank account to \$5,000, in order to pay the fees that approach that amount at some of the away events. Motion carried.
  - It was moved and seconded (D. Glover/T. Wright) to require WCST to pay for the cost of any insert in the Signal for fundraising events only. Motion carried.
  - It was moved and seconded (D. Glover/M. Buchanan) to pay WCST \$300 for the value of food that had spoiled in the refrigerators when power went out. Motion did not carry.
  - It was moved and seconded (D. Glover/T. Wright) to allow WCST to hire a food truck to park on the street and sell food for the Crossings Challenge. Motion carried.
- **Landscape Committee.** There was no meeting in May.
- **Communications Committee.** The Board reviewed the Committee report as presented by Committee Chair R. Ellenson.
- **Facilities Committee.** Chair T. Wright and General Manager P. Magee reported on the progress of the West Pool renovation, which is expected to be complete by July 4<sup>th</sup> weekend. Grand Opening BBQ is tentatively set for July 4, 2016.
- **Rules Committee.** Chair D. Glover presented and the Board reviewed the rollout schedule for the updated Rules Book
- **Smokestack Boutique Committee.** There was no meeting in May.
- **Safety and Security Committee.** The Board reviewed te report of the May 17 Committee meeting.

## 9. DIRECTOR COMMENTS

### Director Comments

- R. Ellenson - No comments
- T. Wright - No comments
- B. Collins - No comments
- D. Glover - No comments
- M. Buchanan - Comments about WCST - Have we received an accounting for the Spring Clinic yet? (coming soon); What about the \$1,096 fee for the Fall Clinic?; (A Motion to make changes to the 2016 WCST budget in a prior meeting failed); Will there be an Assistant Coach for Fall Clinic (yes); Do they need to get BOD approval for Operational Procedures? (no). How will the process of the BOD responding to Homeowners questions n the Homeowners Forum work?

## 10. INFORMATIONAL

- **Task List.** In the packet.
- **Map.** In the packet.
- **Calendar.** In the packet.
- **Election Calendar.** In the packet.

11. **ADJOURNMENT.** It was moved and seconded (D. Glover/T. Wright) to adjourn to Executive Session at 10:20 pm. Motion carried. In this Executive Session, the Board discussed employee issues.

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**BOARD CERTIFICATION**

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I, DONNA J GLOVER      CHOA 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 May 26, 2016 as approved by the attending directors.

Donna J Glover                      6/23/16  
Signature                                      Date