

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 25, 2015

MINUTES

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

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

1. **EXECUTIVE SESSION** at 6:45 PM. In this Executive Session, the Board heard requests from five homeowners to have their Fines and late fees reduced. Decisions on their requests were made in the continuation of the Executive Session that followed the Open Meeting.
2. **CALL TO ORDER** at 7:41 pm, following Executive Session.
3. **OPEN FORUM:** Six homeowners were in attendance.
 - A homeowner on Smoke Tree Court gave a presentation on the growing population and traffic in the area and the need to be proactive regarding traffic safety. He recommended that a Safety Committee be formed to develop a strategic plan. A homeowner on Oakbrook Court gave a presentation about the central well, with some recommendations for optimizing usage. A homeowner on Sweetbriar Court requested that a new directory be published, as this was last done in 2010 and it is badly out of date.

4. **PRESIDENT'S REPORT**

From President Mark Weinmann: Due to our lengthy meetings, I am asking for the Board's support in the following actions to gain further efficiency:

- Agenda – The manager and President will review the agenda approximately 7 to 10 days prior to the monthly meeting:
 - We will work to include ONLY items requiring action where we have full information
 - If any Board member has an item they wish to include, they should contact the manager or President before this time to request it be included and provide any relevant information in full.
- Board Packets – We all need the information and time (and are expected to use them) to fully prepare for the meeting and be ready for business.
 - For any item to be included in the Board Packet, it must be received by Pat the Friday before the meeting at 12 p.m.
 - Board packets will be prepared by the manager and delivered no later than the Saturday prior to the BOD meeting. They will include all information on the agenda.
 - Addendums – We seem to have rather large ones and I think it may be impeding us since we do not get to review it in advance. Going forward, only emergency and informational items will be in the addendum. If we do not receive information on an agenda item that is not an emergency prior to the board packet's creation, it will be moved to the following month.
- Committee Reports
 - All committee reports need to be turned in by the Board Packet deadline by ALL committees so they can be included and reviewed in advance of the meeting.
 - This means that we will need to adjust the Architecture Meeting schedule and process to accommodate. The manager will work with the committee and chair to do this.
 - Committee Chairs should stick to any decisions and (since the report is provided) only ask if there are questions rather than going through the full report.
- Homeowner's Forum – We will designate 15 minutes on the agenda for this. If more than 3 or 4 people wish to present, then they will be held to a 3 minute time limit. If there is an important issue with many people attending, the forum may be extended.
- Guests – Guests will be asked to provide material (if they are reviewing something with us) in advance to include in the Board Packet. We will limit any guest to 15 minutes as well.
- Decisions/Discussion –

- Be prepared. Review the Board Packet fully.
- We will strive to make motions and act on them sooner in conversations. As part of the motion process, there is always a place for continued discussion.
- On decisions, I will look to the manager to have a recommendation for the BOD.
- Director Comments –
 - This is the Board Member’s chance to bring up non-agendized items for information or awareness.
 - If the item to be brought up is an issue, the board member should work to address it as it has arisen with the manager and any other involved. Don’t wait for the board meeting. Don’t spring “surprises”.

Clubhouse Computer Issue – Management has made the President aware of an issue with computer security. We consider this a serious issue. While the computer has been made more secure, the President and Vice President will conduct an investigation and bring the results back to the BOD at a future Executive Session.

5. APPROVAL OF MINUTES

- It was moved and seconded (D. Glover, T. Wright) to accept the Regular Meeting Minutes of April 21, 2015. Motion carried. T. Peterson was absent for the vote, R. Ellenson abstained.
- It was moved and seconded (M. Buchanan, T. Wright) to accept the Regular Meeting Minutes of April 23, 2015. Motion carried. R. Ellenson abstained.
- It was moved and seconded (D. Glover, S. Cardoza) to accept the Executive Session Minutes of April 23, 2015. Motion carried. T. Peterson was absent for the vote, R. Ellenson abstained.
- It was moved and seconded (D. Glover, R. Ellenson) to accept the Regular Meeting Minutes of April May 28, 2015. Motion carried.
- It was moved and seconded (D. Glover, T. Peterson) to accept the Executive Session Minutes of May 28, 2015. Motion carried.

6. CLUBHOUSE AND TENNIS REPORTS

- **Clubhouse Supervisor Andy Steinberg** reported that he worked on the July Signal with Rich Ellenson, the Chair of the New Communications Committee, and that it was a productive relationship. There was a conflict recently with the Yoga Class and another group that was booked on the same night. The other group had not confirmed and so it was assumed they would not show. And the noise from children playing in the game room disturbed the tranquility of the yoga session. For this reason (noise) Mr. Steinberg recommended re-visiting the idea of installing a folding door between the rooms. Clubhouse usage is up significantly over a year ago. Mr. Steinberg is working to secure a petting zoo for the annual BBQ.
- **Tennis Coach Thor Schreck** reported that the lower courts will be resurfaced beginning July 6. All 4 USTA teams made it to the playoffs. Three teams have just started the summer season. Tennis court lights were on past 10 PM recently. Pro and Manager will fix.

7. TREASURER’S REPORT

- **Treasurer’s Report.** Treasurer T.Wright reported on the May, 2015 Financials as prepared by Collins Management. T. Peterson asked why Receivables were so high and why they could not be written off. Receivables are all that has not yet come in from assessments, fines and late fees and will be reviewed at Budget time.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Collection Policy Draft Review .** The Board reviewed the draft generic Collection Policy as prepared by attorney Larry Russell and revised by the Manager and instructed the Manager to have it reviewed by the Association’s attorney.

8. BUSINESS

- **Editorial Policy for Announcements in the Signal.** It was moved and seconded (T. Wright/R. Ellenson) to approve the draft Editorial Policy as presented by the

Communications Committee. Motion did not pass. The Board instructed Management to send it to the Association's lawyer for review and comment.

- **Fence and Light Pole Painting Proposals.** It was moved and seconded (T. Wright/R. Ellenson) to approve the proposal from Contra Costa Painting to paint the iron fences at the East and West entrances and the base of 32 light poles on the greenbelt for \$4,420. Motion carried.
- **Earthquake Insurance Revisit.** The Board reviewed area earthquake information and instructed the Manager to not pursue additional coverage quotes, as they determined that the cost did provide suitable benefit.

9. COMMITTEE REPORTS

- **Architectural Committee.** S. Cardoza reported that: the AC Committee recommends changing the meeting dates from the 4th Wednesday to the 2nd Wednesday of the month; The Manager will rewrite the violation and Hearing letters to soften the language while retaining the requirements; Violation letters will include an Architectural Application for violations requiring repairing/replacing the driveway, painting the entire house and other violations that could result in a fix that would require AC approval.
- **Communications Committee.** R. Ellenson reported that the new Committee has met and will produce a Request for Proposal (RFP) for a new website design. The current website will continue to be updated until then. M. Weinmann has turned over administration of the E-Signal to Communications Committee Chair R. Ellenson.
- **Landscaping Committee.**
 - It was moved and seconded (T. Peterson/R. Ellenson) to renew the Landscape Committee Charter and approve the following Committee members: Chair Todd Peterson, Vice-Chair Cherree Peterson, Salinda Cardoza, Bill Lee, Susan Schrank, Carol Nguyen, Tom Collins. Motion carried.
 - It was moved and seconded (T. Peterson/S. Cardoza) to approve the irrigation upgrade proposal from Landscape Care for an additional \$5,400. Motion carried.
- **WCST Liaison.** WCST Liaison D. Glover reported that: The total number on the team is 172 - 100 residents and 72 non-residents; The Crossings Challenge is scheduled for July 25, from 8am to 5pm, with 10 clubs participating; We received the Swim Team league's full insurance policy and it does cover the Crossings Challenge, for clubs in the League, as well as the swim clinics, as long as they are run under the auspices of the Swim Team; The working relationship between the ST Board and CHOA is greatly improved; The draft Charter was presented to the ST Board for review and comment; We still need the ST Financials. The Swim Team Minutes were included in the Board packet.
- **Rules Committee.** D. Glover reported that: The new Committee has met 3 times since its formation; They are working to make sure all CHOA documents match - discrepancies found will be brought to the Board.
- **Committee Member Applications.** The Board reviewed Committee applications for Architectural and Communications, and clarified that prospective ad hoc Committee members need not attend two consecutive meetings before becoming a member of that Committee.

10. DIRECTOR COMMENTS

- S. Cardoza noted that there is good information in this month's Signal.
- T. Wright noted that money could be saved by not using folders and hole punch paper for Board packets.
- M. Buchanan noted that the recent Board nominee's bio exceeded the 100 word maximum.
- D. Glover - None.
- T. Peterson remarked that he does not want to limit speaking times for the Homeowners' Forum, and would like everyone giving Committee reports to keep to decisions only. - none.
- R. Ellenson reported that the wooden bench on the greenbelt by Sheepberry had been vandalized, and asked about the possibility of installing shades for the playground. The Board noted that shades had been investigated in the past and found to be too impractical and expensive.

11. INFORMATIONAL

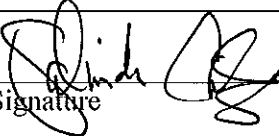
- **Lease Approvals.** The Board reviewed the lease applications that were previously approved by the Manager: 4394 North Sweetbriar Court 4414 Indigo Court.
- **Board Nominations to date.** One nomination so far - in the packet.
- **Collins Board Seminar.** October 24, 2015.
- **Speed Limit Signs and Speed Bumps.** Additional signs will be installed in July.
- **Task List.** In the packet.
- **2015 Calendars.** In the packet

12. **ADJOURNMENT.** It was moved and seconded (T. Wright/D. Glover) to adjourn to Executive Session at 10:11 PM. Motion carried. In this Executive Session, the Board voted on requests that were heard in the early section of the Executive Session to reverse Fines and late Fees.

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 _____ as approved by the attending directors.


 Signature

8/4/15
 Date