

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
**July 24, 2014**

**MINUTES**

**Present:** M. Weinmann; B. Lee; R. Peterson; S. Cardoza; M. Buchanan; T. Wright; T. Peterson

**Also Present:** D. Byrne and J. York, Collins Management

1. **CALL TO ORDER.** The meeting was called to order at 7:10pm following an Executive Session.
2. **OPEN FORUM/GUESTS:** There were no comments.
3. **APPROVAL OF MINUTES.**

Approval of the regular meeting minutes for June 26, 2014 was tabled.

It was moved and seconded (Buchanan/Cardoza) to accept the Executive Session Minutes of June 26, 2014, and the Special Meeting Minutes of July 17, 2014. Motion carried. (Lee,R.Peterson abstained).

**4.0 MANAGEMENT REPORT**

- 4.1 **Clubhouse Report.** There will be announcements in the Signal for a sport called Pickleball, The Lego Movie, and Bingo. The Fall/Back to School BBQ will be held on September 13. Andy is looking for volunteers. B. Lee and T. Peterson volunteered to be cooks. There are already 14 signed up.

- a. **AC Unit.** It was moved and seconded (Lee/Wright) to approve purchase of a AC unit and furnace from Comfort Dynamics for \$13,660. Motion carried. (Cardoza abstained). Discussion took place on the process to approve this in advance of the BOD meeting and it was requested by BOD members to be better informed on the process.

- 4.2 **Lease Approvals.** It was moved and seconded (T.Peterson/Lee) to approve the lease for 4488 Snowberry Ct. Motion carried.

- 4.3 **2014 Reserve Projects.** It was moved and seconded (Lee/T.Peterson) to authorize the onsite manager to have the linoleum flooring replaced and the restrooms refurbished at the preschool at a cost not to exceed \$17,000. Motion carried.

- a. **West Pool Concrete Replacement.** M. Weinmann reported on a conference call with Steve Weil, Kim Blackseth and T. Peterson regarding ADA compliance. While the association is not subject to Federal ADA requirements, it is subject to California State Code. These statutes focus on access and bathrooms. There is a cap of 20% of the total project cost as long as the total cost is less than \$143,000 over a 3 year period.

Management was directed to obtain three bids for the following scopes of work:

1. Replace concrete deck, replace plumbing, resurface pool, replace coping.
2. Coat concrete deck, resurface pool, replace coping.

- 4.4 **Reserve Study & Budget Meeting.** This special meeting was held on July 17. The Board drafted a budget for 2015. The draft did not include an expense for Federal Taxes. Collins Mgmt added that expense and reduced the Reserve Contribution by the equal amount. The latest revision will be sent to Barrera. Both documents will be on the August agenda for final approval.

- 4.5 **Meet the Candidates Night/Town Hall Meeting.** Management provided a preliminary agenda for this meeting with the homeowners. M. Buchanan and J. York will share host duties.

**5.0 OLD BUSINESS**

- 5.1 **4480 Camstock – Fallen Tree.** Pending.
- 5.2 **Sidewalk on Ayers Rd.** Unless there are delays obtaining the City permit and inspections, Schryer/Thompson will have this project finished by July 31, 2014.
- 5.3 **Tennis Court Fencing.** Schryer/Thompson will be provided with the down payment to buy materials early next week.
- 5.4 **Annual Calendar.** The day of the AC meeting should be changed.

**6. OFFICER’S REPORTS & DIRECTOR COMMENTS**

- 6.1 **Treasurer’s Report.** T. Wright reported that the balance sheet, income and expense report, and the bank reconciliation reports have been reviewed. Charts on water usage and cost was reviewed.
- 6.2. **Director Comments.** S. Cardoza noted that the Signal article on water conservation so excellent that it should have been on page 1. B. Lee mentioned that a good job was done on the dog park benches. T. Peterson ask for clarification on whether a committee of the board can create policy. All agreed that the board creates policy. T. Peterson questioned whether the AC can approve the Costco brand artificial turf. M. Buchanan wants to stop unapproved changes by better enforcement by the AC. T. Peterson wants the board to pass a resolution to empower the President and Vice President to make decisions on behalf of the board when needed to keep projects moving forward.
- 6.3 **President’s Report.** M. Weinmann asked that a policy on recordings of meetings be drafted. He also apologized for not communicating better about the air conditioner for the clubhouse.

**7. COMMITTEE REPORTS**

- 7.1 **Activities Committee Liaison.** M. Weinmann asked that this item be moved under Clubhouse Report as Andy Steinberg is chairing the committee.
- 7.2 **Architectural Committee.** S. Cardoza reported that the committee changed their meeting day to the fourth Wednesday. T. Peterson is dissatisfied with the notices that are sent to the homeowners and offered to revise them. Revisions of the Guidelines are almost completed.
- 7.3 **Business Process Review & Redesign Committee.** T. Peterson reported that the functional reviews have been completed. The committee met and R. Peterson is putting together a list of items of interest to him. The committee is meeting in early August and radical concepts will be presented in the next board packet.
- 7.4 **Landscaping Committee.** B. Lee reported on the committee’s meeting: members questioned whether the committee should be subjected to homeowners’ grievances, Tom Sweeney is managing water usage, the wells are producing, and a proposal from Landscape Care is recommended for approval.

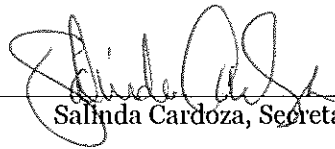
It was moved and seconded (Lee/T.Peterson) to approve proposal from Landscape Care to plant 17 trees and 15 yards of mulch for \$3,744 (Reserve Funds). Motion carried.

Management will work with the tree service and provide a list of recommended maintenance work to the committee for review twice each year.

It was moved and seconded (Lee/Cardoza) to approve removal of the dead pine tree on the South Slope by Donado Tree Service for \$1,200. Motion carried.

- 7.5 **Swim Team Liaison.** B. Lee reported that the onsite manager has been working with the WCSIT Director on an issue with the Swimmer Coaches. Management reported that during the meet on July 23<sup>rd</sup> a boy on the opposing team fell and hit his head and was taken by ambulance to the hospital. Follow up reports indicate that he is fine.

VIII. ADJOURNMENT was at 10:15pm to Executive Session.

  
\_\_\_\_\_  
Salinda Cardoza, Secretary

  
\_\_\_\_\_  
Date

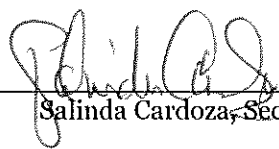
COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS  
SPECIAL MEETING  
July 17, 2014

MINUTES

**Present:** M. Weinmann; S. Cardoza; M. Buchanan; T. Wright; T. Peterson

**Also Present:** J. York, Collins Management

- 1. **CALL TO ORDER.** The meeting was called to order at 7:00pm.
- 2. **DRAFT 2015 BUDGET.** The draft prepared by M. Buchanan was reviewed and revised. Diana will make the changes in the Collins system and forward final draft to Board for review.
- 3. **DRAFT 2015 RESERVE STUDY.** Management requested a few minor revisions. The final draft will be presented for the Board's approval after it is received from Barrera & Company.
- 4. **ADJOURNMENT** was at 9pm to.

  
 \_\_\_\_\_  
 Salinda Cardoza, Secretary

8/28/14  
 \_\_\_\_\_  
 Date