

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
July 23, 2015

MINUTES

Present: M. Weinmann; S. Cardoza; M. Buchanan; D. Glover; T. Wright; R. Ellenson arrived at 8:05 PM. T. Peterson left at 7:53 PM.

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

1. **EXECUTIVE SESSION** at 6:45 PM. In this Executive Session, the Board heard a request from a homeowner to have his Fine reversed, held a disciplinary Hearing with another homeowner and reviewed an incident with a Clubhouse rental. Decisions were made in the continuation of the Executive Session that followed the Open Meeting.
2. **CALL TO ORDER** at 7:31 pm, following Executive Session.
3. **OPEN FORUM:** One homeowner was in attendance. There were no issues raised.
4. **APPROVAL OF MINUTES**
 - It was moved and seconded (D. Glover, T. Peterson) to accept the Regular Meeting Minutes of June 25, 2015 and the Executive session Minutes of June 25, 2015. Motion carried. S. Cardoza abstained.
8. **landscaping Committee Report.** The Landscape Committee report was included in the Board packet.
 - It was moved and seconded (T. Peterson/D. Glover) to approve the proposals from Tree Care to remove the listed trees for \$29,230. Motion carried.

T. Peterson left the meeting at 7:53 pm.

5. **CLUBHOUSE AND TENNIS REPORTS**

- **Clubhouse Supervisor Andy Steinberg** reported that the problems with the AC in the lower lounge area had been fixed. The Signal is being re-designed with R. Ellenson. He met with CHOA Manager P. Magee and Pool Manager S. Larson to revise the pool badges and party rental procedures. Signal ads are sold on a first come (check in hand) first served basis.
- **Tennis Coach Thor Schreck** reported that the lower courts and basketball courts have been resurfaced and the job went well. There are currently three captains for the Fall USTA season.
- **Pool Manager Sarah Larson's Report** was reviewed by the Board. The Board instructed Management to award \$25 gift certificates to each Lifeguard of the week.

6. **TREASURER'S REPORT**

- **Treasurer's Report.** Treasurer T.Wright reported that the June Financials look good.
- **Delinquency Report.** The Board reviewed the Delinquency Report, with notes from the Manager.
- **Lien Approvals.** It was moved and seconded (T. Wright/R. Ellenson) to send account #s 81183 and 81633 to Collections and place Liens on those properties for non-payment of assessments. Motion carried.
- **Audit Representation Letter.** It was moved and seconded (D. Glover/T. Wright) to approve the proposal from Levy, Erlanger & Company, CPA, to prepare the 2015 Federal and State tax returns for \$425 and to prepare the 2015 financial audit for \$2,795. Motion Carried.

- **Budget Report Representation Letter.** It was moved and seconded (D. Glover/T. Wright) to approve the proposal from Levy, Erlanger & Company, CPA, to prepare the 2016 Annual Budget Report for \$825. Motion Carried.

7. BUSINESS

- **Editorial Policy for Announcements in the Signal.** It was moved and seconded (R. Ellenson/M. Buchanan) to approve the draft Editorial Policy as presented by the Communications Committee. Motion carried.
- **Security Contract Approval.** It was moved and seconded (M. Buchanan/D.Glover) to approve the contract with GSG Protective Services to patrol the Common areas and streets five times a day, respond to alarms between 9 pm and 10 am and set the security alarms at the Clubhouse and Business Office for \$2,655 per month. Motion carried.
- **Preschool Bathroom Renovation Approval.** It was moved and seconded (T. Wright/D.Glover) to approve the proposal from Carrasco Construction to replace and lower the sinks and vanities in both bathrooms, replace the flooring and mirrors and paint walls, ceilings and doors for \$9,418.36. Motion carried.
- **Clubhouse Water Heater Replacement Approval.** Tabled, pending a third bid.

8. COMMITTEE REPORTS

- **Architectural Committee.** There were no Hearings at the Architectural Committee meeting of July 8 to present to the Board at their July 23 meeting.
 - It was moved and seconded (S. Cardoza/R. Ellenson) to approve Eileen Ko as a member of the Architectural Committee. Motion carried.
- **Communications Committee.** The Communications Committee report was included in the Board packet. R. Ellenson presented the Minutes of the July 16 meeting and a draft Request for Proposal for a new website design.
- **WCST Liaison.** The WCST Liaison's report was included in the Board packet.
 - **Minutes.** Future WCST Minutes will include the names of the Committee members who made the Motions and Seconds.
 - **WCST Charter Approval.** Tabled, pending changes.
 - **Amendment to Committee Rules & Regulations adopted on April 11, 2013.** Tabled, pending revisions to WCST Charter.
 - **WCST New Scoreboard Approval.** It was moved and seconded (D. Glover/S. Cardoza) to approve the Swim Team's request to purchase a new scoreboard. Motion Carried.
 - **Crossings Challenge Update.** D. Glover reported that all is going according to plan, including insurance for the event.
- **Rules Committee.**
 - It was moved and seconded (D. Glover/T. Wright) to approve CHOA Manager Pat Magee as a member of the Rules Committee. Motion carried.
 - It was moved and seconded (D. Glover/S. Cardoza) to approve the Pool Rules section of the Rules as revised by the Rules Committee. Motion carried.
- **Ad Hoc Committee Formation.** It was moved and seconded (M. Buchanan/R. Ellenson) to create the Facilities Improvement Ad Hoc Committee, with Board members T. Wright and D. Glover as members. Motion carried.

9. PRESIDENT'S REPORT

- President M. Weinmann thanked the Board for getting the Committee reports to the Manager in time to be included in the Board packet.

DIRECTOR COMMENTS

- S. Cardoza - None.
- T. Wright - None.
- M. Buchanan - None.
- D. Glover noted that she will be on vacation and out of communication until Monday, August 4.
- R. Ellenson asked the Board to let him know of anything to put in the Signal or E-Signal.

10. INFORMATIONAL


- **Board Nominations .** There are five nominations for four seats on the Board. Nominations are closed.
- **Entry Gate Proposal.** We have a proposal for locked gates at the east and West entrances for \$24,000. The Community will be asked for feedback before requesting additional proposals.
- **Card Reader Proposal.** We have a proposal for electronic card readers at all exterior doors and gates for \$62,000. The Board will consider starting with one section of access points to gauge effectiveness before proceeding with the full implementation.
- **Task List.** In the packet.
- **2015 Calendars.** In the packet

11. ADJOURNMENT. It was moved and seconded (R. Ellenson/T. Wright) to adjourn to Executive Session at 9:57 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, voted to amend a previous decision regarding a Clubhouse incident and voted on a personnel issue.

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 July 23, 2015 as approved by the attending directors.


 Signature

10/2/15
 Date