

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
August 28, 2014

**MINUTES**

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

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

1. **CALL TO ORDER.** The meeting was called to order at 7:00pm following an Executive Session.

2. **OPEN FORUM/GUESTS:** Linda Loca is representing a group that wants to separate from the Mt. Diablo School District. She was here to answer any questions from the board on the information presented on their website: nusd.moonfruit.com

A homeowner from Corkwood Ct. came in response to a letter regarding the removal of Digger pines behind Corkwood Ct. She didn't have any objection but wanted to know if she would be safe while the trees are removed.

A homeowner that attended the Meet the Candidates night/Town Hall meeting last month asked if Proactive Security's phone number was going to be changed. The phone number 888-919-7070 rings the guard that is currently patrolling the development. It will not be changed.

During a recent Neighborhood Watch meeting residents reported their street being over crowded by the number of parked cars. Management was asked to determine if the City of Concord has a limit on the number of occupants in a single dwelling.

3. **APPROVAL OF MINUTES.**

It was moved and seconded (Lee/Wright) to accept the Executive Session Minutes of July 24, 2014, the Regular Meeting Minutes of June 26, 2014, and the Regular Meeting Minutes of July 24, 2014. Motion carried.

4.0 **MANAGEMENT REPORT**

4.1 **Clubhouse Report.** Quarterly alarm testing is scheduled for next week.

A. **Activities Committee.** The Fall/Back to School BBQ has 84 sign-ups. This year there will 2 ponies for the kids to ride. Oktoberfest is being held on 10/12/14.

B. **AC Unit.** Has been installed and is working without complaint from homeowners.

4.2 **Lease Approvals.** The timing of the lease approval process was questioned. Mention was made that this should be reviewed and policy understood by the BOD and possibly updated. It was moved and seconded (Lee/Cardoza) to approve the lease for 4498 River Ash and 4405 Willow Glen. Motion carried. (T. Peterson abstained).

4.3 **2014 Reserve Projects.**

a. **West Pool Renovation/Re-plastering.** The rfp provided by M. Weinmann has been sent to Adams Pool Solutions, Burkett's, Shamrock Pools, LHI Construction, and Schryer/Thompson. The deadline for bids is September 12, 2014.

b. **Preschool Bathrooms.** The board agreed to consider replacing the toilets and sinks with child size fixtures.

4.4 **2015 Budget.** It was moved and seconded (Lee/R.Peterson) to approve the 2015 budget provided the dues are reduced or money returned to the members if reserve funding reaches 125%. Motion did not carry. (For: Lee, R.Peterson. Against: Wright,Cardoza,T.Peterson,Weinmann)

It was moved and seconded (T.Peterson/Wright to approve the 2015 budget as presented. Motion carried. (R.Peterson opposed)

- 4.5 **2015 Reserve Study.** It was moved and seconded (Wright/Cardoza) to approve the 2015 Reserve Study as presented. Motion carried. (R.Peterson abstained).
- 4.6 **Strongroom Solutions.** It was moved and seconded (T.Peterson/Wright) to approve Strongroom subject to evaluation of financial credibility, specifically: when founded, type of ownership, if VC funded what series, total revenues and net income. Motion carried. (R.Peterson abstained).
- 4.7 **Delinquent Accounts.** It was moved and seconded (Lee/T. Peterson) to write off these amounts from the accounts indicated. Motion carried unanimously.

81650	69.00	pre 2013 (\$50 fine & 2 late fees)
81690	59.50	painting violation, weren't given enough time
81831	59.50	perfect payment history
81066	50.00	perfect payment history
81075	50.00	perfect payment history
81076	50.00	perfect payment history
81146	50.00	property manager didn't received notice from Owner, painting violation, needed more time
81162	50.00	Violation corrected in time
81246	50.00	pre 2013
81307	50.00	perfect payment history
81308	50.00	perfect payment history
81562	50.00	disputed violation but corrected anyway
81849	50.00	disputed violation but corrected anyway
82022	50.00	perfect payment history
81313	10.00	pre 2013
81718	9.50	pre 2013
81839	9.50	pre 2013
81921	9.50	pre 2013, perfect payment history
81465	9.50	late fee added to fine that was reversed
81184	<u>9.50</u>	Owner wrote letter requesting reversal of late fee because she was visiting daughter and made payment a couple of days later than usual and because of bank delay, payment received after 30 <sup>th</sup> of month.
	\$795.50	

- 4.8 **Recording Meetings Policy.** Management was directed to draft a policy for the board's approval at the next meeting.
- 5.0 **OLD BUSINESS**
- 5.1 **4480 Camstock – Fallen Tree.** Since the homeowner hasn't returned the signed agreement, management suggested that the agreement be amended to include returning the fence to the property line upon change in ownership. The board agreed.
- 5.2 **Sidewalk on Ayers Rd.** Schryer/Thompson completed this project including guarding against vandalism successfully. Item closed.

- 5-3 **Tennis Court Fencing.** Schryer/Thompson has completed the fencing replacement. The controllers for the lights will be moved back inside the fence.
- 5-4 **Annual Calendar.** The day of the AC meeting has been changed on the calendar. The day of the Landscape Committee meeting has been changed to the first Wednesday. The calendar will be updated.

It was moved and seconded (T.Peterson/Cardoza) to move the November meeting to the third Thursday (November 20), cancel the December meeting and reconvene on January 22, 2015. Motion carried unanimously.

**6. OFFICER 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. He has also reviewed the pool related expenses for 2014. It may be that the pool extras expenses have not been adequately budgeted for. Tim will be drilling down a little deeper in this area.
- 6.2. **Director Comments.** S. Cardoza responded to issues relating to the Architectural Committee raised during Director Comments last month. It was agreed by all that the AC has the authority and responsibility to enforce the CC&Rs and guidelines/standards. B. Lee reported that he organized two Neighborhood Watch meeting; one attended by 40 people and the other attended by 20 people. M. Weinmann reported that there is light out on the west entrance sign. T. Peterson noted that the volunteer bush blocking the sidewalk at 4399 Arrowwood Circle has been cut back but that is only a temporary solution. He asked if there is mechanism/procedure to see that control of this bush is monitored and that the owner should be encouraged to remove it completely.
- 6.3 **President's Report.** M. Weinmann thanked Bill Lee and the Landscape Committee for a terrific presentation at the Town Hall meeting. He said that the meet the candidates portion went well too. Also reminded everyone that last year it was planned that following the annual election, the composition of the committees will be reviewed.

**7. COMMITTEE REPORTS**

- 7.1 **Architectural Committee.** S. Cardoza reported that the committee reviewed all of the various violation notices and especially considered the use of the word "may." The committee is satisfied that the notices are adequate.
- 7.2 **Business Process Review & Redesign Committee.** T. Peterson reported that there is nothing to report. The committee hopes to meet in September.
- 7.3 **Landscaping Committee.** B. Lee reported that the Landscape Committee has changed the meeting date to the first Wednesday. He asked management to get a price to remove the Digger pines behind Corkwood and the one at Wildberry.

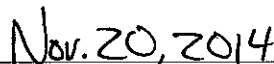
There was extensive discussion of the east entrance project. T. Wright explained his analysis of the project costs. R. Peterson feels that the BOD should be looking at ways to reduce costs rather than burdening homeowners with more ongoing maintenance costs such as annual flowers.

It was moved and seconded (Lee/T.Peterson) to approve Landscape Care's bid of \$37,000 for the east entrance. Motion carried. (R.Peterson, Wright opposed)

- 7.4 **Swim Team Liaison.** B. Lee had nothing to report.

**VIII. ADJOURNMENT** was at 10:00pm to Executive Session.

  
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 Salinda Cardoza, Secretary

  
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 Date