

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 24, 2015

MINUTES

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

Absent: M. Weinmann

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

EXECUTIVE SESSION at 6:45 PM. In this Executive Session, the Board voted to suspend the privileges of a homeowner for continued violations.

1. **CALL TO ORDER** at 7:06 pm, following Executive Session.
2. **OPEN FORUM:** Eight homeowners were in attendance. There were no concerns brought before the Board.
3. **SMOKESTACK BOUTIQUE INTERVIEW AND PRESENTATION**
The Board of the Smokestack Boutique reviewed the upcoming Boutique of November 6 and 7, providing a history of the event and noting that they will provide a certificate of insurance prior to the event. Setup in the Clubhouse will begin on November 4 and cleanup on November 8. As many as 1,100 people are expected throughout the 2 days, all artists are pre-screened and a portion of the proceeds go to CHOA. CHOA's portion for 2014 has not yet been received and we still need to determine the structure of the payment system.
4. **APPROVAL OF MINUTES**
 - Approval of the August 27, 2015 Minutes was tabled, pending the inclusion of missing items.
 - It was moved and seconded (D. Glover, T. Wright) to accept the Budget Meeting Minutes of September 10, 2015. Motion carried.
 - It was moved and seconded (D. Glover, T. Wright) to accept the Budget Meeting Minutes of September 15, 2015. Motion carried. T. Peterson abstained.
 - It was moved and seconded (D. Glover/T. Peterson) to accept the Executive session Minutes of August 27, 2015. Motion carried.
5. **CLUBHOUSE AND TENNIS REPORTS**
 - **Clubhouse Supervisor Andy Steinberg** reported that the BBQ was a great success and the Haunted House startup begins October 12. The permit will be obtained and the Fire Marshall will be asked to inspect prior to the event. Oktoberfest planning and purchases are underway. He noted that the price we charge to rent the Clubhouse is lower than similar venues and recommended increasing the rental fee.
 - It was moved and seconded (T. Peterson/R. Ellenson) to raise the Clubhouse rental fee from \$300 to \$350 and to raise the kitchen rental fee from \$50 to \$75, effective October 1, 2015 for all new rental contracts. Motion carried. D. Glover opposed.
 - **Tennis Coach Thor Schreck** reported that a local tennis club, Valley Vista, is closing. They have 75 USTA teams, some with CHOA homeowners and those homeowners may want to move their teams to CHOA. Our court space is limited for team play and must remain available to all residents. Coach Shreck will monitor court use and notify the Manager and Board of any problems. The Board instructed the Manager to get bids to install electronic access control to all 6 tennis court gates.
6. **TREASURER'S REPORT**
 - **Treasurer's Report.** Treasurer T.Wright reported that the August Financials are in order.
 - **Delinquency Report.** The Board reviewed the Delinquency Report. The Manager informed the Board that many of the accounts showing as Delinquent are Delinquent for unpaid Fines, some going back years, and not for unpaid assessments.
 - It was moved and seconded (T. Peterson/D. Glover) to remove all Fines assessed prior to December 15, 2014, unless the account is currently in Collections. Motion carried. S. Cardoza abstained.

- **Lien Approval.** It was moved and seconded (T. Wright/T.Peterson) to send account #81209 to Collections and to authorize Allied Trustee Services to place a Lien on the property. Motion carried.
- **Collection Policy Revision Approval.** It was moved and seconded (T. Wright/T. Peterson) to approve the Collection Policy, as revised by the association's attorney, to be sent out for 30 day review by all Homeowners prior to adoption by the Board at a subsequent meeting. Motion carried.
- **2016 Reserve Study Approval.** It was moved and seconded (M. Buchanan/T. Peterson) to approve the 2016 Reserve Study draft, as prepared by Reserve Analysis Consulting, LLC, with a 2016 Reserve contribution of \$304,189, and an annual increase of 3%. Motion carried.
- **2016 Budget Approval.** It was moved and seconded (M. Buchanan/T. Peterson) to approve the 2016 Budget. Monthly assessments will remain unchanged at \$95. Motion carried.

7. BUSINESS

- **Clubhouse Kitchen Additional Circuits Proposal.** It was moved and seconded (S. Cardoza/T. Peterson) to approve the proposal from Current Electric to install two new circuits to the Clubhouse kitchen for \$1,460. Motion carried.
- **Lawson Court Bridges Replacement Proposals.** Tabled.
- **Cowell Wall Painting Proposals.** It was move and seconded (T. Wright/S. Cardoza) to approve the proposal from Contra Costa Painting to paint the concrete wall on Cowell Road and fill the gaps between the wall and the posts for \$2,900. Motion carried.
- **Landscape care Contract Addendum Approval.** Tabled

8. COMMITTEE REPORTS

- **Architectural Committee.**
 - Inspections Calendar. The Board reviewed the Architectural inspections calendar.
 - AC Applications.
 - Account #81588 Roof Application. There was no motion to approve the application to install Owens Corning Woodmoor shingles instead of approved roofing materials.
 - Account #81265 Landscape and HOA fence removal application. It was moved and seconded (S. Cardoza/T. Peterson) to approve phase 1 of the application to landscape the left side of the front yard, including the installation of lights on the new fence posts, and to remove all but the front three HOA metal posts and chains that are now on the side of the property. Motion carried.
- **Landscape Committee.** The Board reviewed the Landscape Committee report.
 - It was moved and seconded (T. Peterson/S. Cardoza) to approve the proposal from Landscape Care to upgrade the irrigation and landscaping on the Greenbelt by Stone Canyon for \$21,062. Motion carried.
 - It was moved and seconded (T. Peterson/D. Glover) to approve the proposals from Martell Water Systems to repair and maintain the two wells for \$27,539. Motion carried.
- **WCST Liason.** D. Glover reported that discussions with the Swim Team Board on the relationship between WCST and CHOA were ongoing.
- **Communications Committee.** Committee Chair R. Ellenson reported on the progress of the Website re-design project. RFPs have been sent and responses are coming in.
 - It was moved and seconded (R. Ellenson/T. Peterson) to approve the Social Media Policy, as submitted by the Communications Committee, to be sent to all Homeowners for 30 day review prior to adoption. Motion carried.
- **Activities Committee.** The Board reviewed the Activities Committee Expense report and BBQ report.
 - It was moved and seconded (T. Peterson/S. Cardoza) to approve the Activities Committee Charter as presented by the Committee. Motion carried.
- **Rules Committee.**
 - Approval of the revised Facilities and Clubhouse sections of the Rules was tabled, pending further review by the Board.

- **Facilities Committee.** CHOA Manager P. Magee reported that the two members of the Committee, T. Wright and P. Magee, met to review current projects. A potential third member was not able to attend. A call for Committee members will be in the October Signal.

9. PRESIDENT'S REPORT

- President M. Weinmann was absent for this meeting.

10. DIRECTOR COMMENTS

- S. Cardoza - would like Signal articles recommending that people paint their house number on the curb for emergency vehicles and that they move their cars from the street on street cleaning days - Thursdays; She asked how Dylan Washmera, the boy who broke his arm during the BBQ, is doing; Asked how much all the CH furniture cost; asked about the possibility of putting a hot tub; would like to see electronic key cards for the tennis courts.
- T. Wright - None.
- M. Buchanan - Noted that the tennis pole lights came down very quickly once we were made aware of their dangerous condition; would like to see us get away from all the paper at meetings - issue tablets or laptops to all Board members - Manager will get pricing.
- D. Glover - Asked about Board member Manuals. Secretary S. Cardoza updated the manual a few months ago. She will get with Manager to update again and Manager will get the manual duplicated. Would like the subject of armed guards to be on the October agenda; would like to see a policy for emergency procedures; would like YE reception/party for employees on October agenda; reported on the progress of Dylan Washmera.
- R. Ellenson - Asked for ideas for a HO survey - October 31 deadline.
- T. Peterson - Asked that the Architectural Committee make sure license plates on vehicles parked in the Association are legal and asked the Manager to make sure that current tenants are correctly entered into our database.

11. INFORMATIONAL

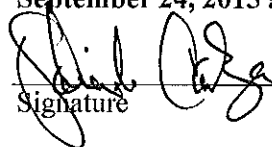
- **PreSchool Bathroom Project.** Complete.
- **Clubhouse Sound System Report.** The sound system has been repaired and is working much better.
- **Clubhouse Lower Lounge AC Report.** The problem appears to be that the four condensers under the walkway to the CH front door cannot shed enough heat and so that one condenser shuts down. The Manager will purchase a fan to help move the heat away.
- **Tennis Pole Update.** The poles have been removed for safety reasons. The new poles are on order and should arrive mid-November.
- **New Lease.** 4494 pitch Pine Ct.
- **Task List.** In the packet.

- 12. ADJOURNMENT.** It was moved and seconded (T. Peterson/T. Wright) to adjourn to Executive Session at 9:56 PM. Motion carried. In this Executive Session, the Board discussed a legal 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 September 24, 2015 as approved by the attending directors.


 Signature

10/27/15
 Date