

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, November 19, 2015
4498 Lawson Court, Concord, CA

MINUTES

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

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

EXECUTIVE SESSION at 6:32 PM. In this Executive Session, the Board approved the list of Fines from the Architectural Committee, discussed an employee issue and met with a Homeowner about a payment plan.

1. CALL TO ORDER at 7:02 PM.

2. HOMEOWNERS OPEN FORUM

A Homeowner was concerned about the amount of time the swim team uses the pool, to the exclusion of residents, the high number of non-residents on the team and how much money they were costing the Association. Another Homeowner asked that the Board consider allowing Pickleball to be played on the tennis courts.

3. APPROVAL OF MINUTES

- It was moved and seconded (R. Ellenson/T. Wright) to approve the October 22, 2015 Minutes. Motion carried.
- It was moved and seconded (T. Wright/R. Ellenson) to approve the October 22, 2015 Executive Session Minutes. Motion carried.
- It was moved and seconded (D. Glover/S. Cardoza) to approve the October 27, 2015 Executive Session Minutes. Motion carried.
- It was moved and seconded (R. Ellenson/T. Wright) to approve the October 27, 2015 Minutes. Motion carried.

4. CLUBHOUSE AND TENNIS REPORTS

- **Clubhouse Supervisor Andy Steinberg** reported that the Cub Scouts met in the game room last night, with the Soccer Club Board meeting in the lounge, and there were no problems. The Scouts will again meet here on December 2.
- **Tennis Coach Thor Schreck** presented a recommendation to the Board that detailed how the four available slots for USTA teams will be allocated. The Board noted that Coach Shreck has the authority to enforce the allocation scheme.
- It was moved and seconded (T. Wright/D. Glover) to raise the fee for non-resident USTA players from \$25 per season to \$50 per season. Motion carried. S. Cardoza abstained.

5. ACTIVITIES COMMITTEE

- It was moved and seconded (D. Glover/S. Cardoza) to approve the 2016 Events Calendar as presented by Activities Committee Chairperson D. Glover. Motion carried.

6. TREASURER'S REPORT

- **Treasurer's Report.** Treasurer T.Wright reported that the October Financials are in order. We show a net income of \$69,000 and the 2015 water expenses should be under \$90,000 for the year.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approvals.** Tabled.

6. BUSINESS

- **Main Pool Heater and Pump Proposals.** It was moved and seconded (T. Wright/M. Buchanan) to approve the proposal from NAS to replace the pump and one heater at the main pool for \$12,408. Motion carried.

- **West Pool Reconstruction Proposals.** It was moved and seconded (T. Wright/M. Buchanan) to approve the proposal from Adam's Pool to re-plaster the West pool and replace the plumbing and electrical to the pump room for \$89,950. Motion carried.
- **Tree Trimming Proposal.** It was moved and seconded (M. Buchanan/R. Ellenson) to approve the proposal from Traverso Tree Care to trim trees on the South Slope and Greenbelt for \$17,000. Motion carried.
- **Landscape Care Contract Addendum Approval.** It was moved and seconded (M. Buchanan/R. Ellenson) to approve the contract addendum with Landscape Care with an increase of 4% to \$10,317 per month. Motion carried.
- **Workers Comp Proposal.** The Board reviewed a proposal from ADP for renewal of Workers Comp Insurance for 2016. A second proposal from Security National had not yet been received. It was moved and seconded (M. Weinmann/D. Glover) to approve the lower of the two proposals from ADP and Security National for Workers Comp Insurance in 2016. Motion carried.
- **Clubhouse TV Joined to Audio System Proposal.** Tabled.
- **Clubhouse Audio Amplifier Proposals.** Tabled.

7. COMMITTEE REPORTS

- **Architectural Committee.**
 - It was moved and seconded (S. Cardoza/T. Wright) to approve PolyGrass NR50, NR60 and NR80 artificial turf for lawn conversions. Motion carried.
 - It was moved and seconded (S. Cardoza/M. Buchanan) to remove the previously-approved artificial turf from the approved list. Motion Carried.
 - It was moved and approved (S. Cardoza/T. Wright) to move the regular day of the monthly Architectural Committee to the second Thursday of the month. Motion carried.
- **Landscape Committee.** The Board reviewed the draft Minutes of the Landscaping Committee meeting of November 4, 2015.
- **WCST Liaison.** The ongoing Charter discussions will continue in Executive Session.
- **Communications Committee.**
 - Website RFQs have been sent to the selected firms.
 - Survey Monkey is ready for a trial by the Board.
 - Committee Chair R. Ellenson will consult with CHOA IT contractor for advice on tablets for Board and AC Committee members.
- **Activities Committee.** It was moved and seconded (D. Glover/S. Cardoza) to approve the 2016 Events Calendar as presented. Motion carried.
- **Rules Committee.**
 - It was moved and seconded (D. Glover/R. Ellenson) to approve the revised Clubhouse Rental Contract. Motion passed.
 - It was moved and seconded (D. Glover/R. Ellenson) to approve the revised Basketball Courts, Playgrounds and Picnic Areas section of the Rules. Motion passed.
 - It was moved and seconded (D. Glover/R. Ellenson) to approve the revised Photo ID Badges section of the Rules. Motion passed.
 - It was moved and seconded (D. Glover/R. Ellenson) to approve the revised Common Area Rules section of the Rules. Motion passed.
 - It was moved and seconded (D. Glover/R. Ellenson) to approve the revised Facilities Usage, Reservations and Rentals section of the Rules. Motion passed.
 - It was moved and seconded (D. Glover/R. Ellenson) to approve the revised Infractions and Penalties section of the Rules. Motion passed.
 - It was moved and seconded (D. Glover/R. Ellenson) to approve the revised Pets and the Dog Park section of the Rules. Motion passed.
 - It was moved and seconded (D. Glover/R. Ellenson) to approve the revised Tennis Courts section of the Rules. Motion passed.
- **Facilities Committee.** The Facilities Committee recommended that the Board consider removing the two wooden bridges on Lawson Court, filling in the area and extending the existing sidewalk instead of rebuilding them. The Manager has solicited proposals.

8. PRESIDENT'S REPORT AND DIRECTOR COMMENTS

Director Comments

- R. Ellenson - Would like the margins reduced in the new Rules Booklet; noted that the security reports mention that the alarm has gone off numerous times in the Business Office; asked if an inventory of all CHOA assets has ever been done - would like to see it happen.
- S. Cardoza - Asked about bids for electronic access to the tennis courts. Manager reported that two bids are in, awaiting a third; would like to see the program she asked for last month implemented of rotating Board members to serve as backup for the Clubhouse staff to use as a resource if problems arise at night or on weekends; Asked if we had gotten a final accounting of the Boutiques for 2014 and 2015. We have not; Noted that the Holiday banners looked good but could be more bold.
- T. Wright - None
- M. Buchanan None
- D. Glover - Noted that the Board needs to formally approve Committee Chairs. It will be done in the December meeting; Said that the sleigh in the Business Office had previously been in the Clubhouse lobby for at least the 35 years she has lived here. This was in response to a call the Manager received from the niece of the deceased husband of the former Manager, saying that the sleigh belonged to her uncle, who loaned it to the former Manager a number of years ago, and the family would like it back. The Manager will call her back and ask for written proof of ownership.

President's Report

- President M. Weinmann instructed the Manager to contact the Boutique Chair to ask for an accounting of the 2014 and 2015 Boutiques and a check for CHOA's share by the end of 2015; Asked the Manager if any Homeowner has come forward as a potential Director to fill the vacancy on the Board. No one has; Asked other Directors to solicit candidates; Would like to see the Architectural Committee Minutes in the Board packets.

10. INFORMATIONAL

- **Task List.** In the packet.
- **Map.** In the packet

- 11. ADJOURNMENT.** It was moved and seconded (M. Buchanan/T. Wright) to adjourn to Executive Session at 11:01 PM. Motion carried. In this Executive Session, the Board discussed a legal issue and an employee issue, approved a payment plan, approved a reimbursement assessment and reversed a Fine, with a contingency.

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 November 19, 2015 as approved by the attending directors.


 Signature

Dec. 17, 2015
 Date