

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
**December 16, 2014**

**MINUTES**

**Present:** M. Weinmann; S. Cardoza; T. Wright; T. Peterson; M. Buchanan; and R. Peterson; D. Glover

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

1. **EXECUTIVE SESSION** at 6:45 PM. In this Executive Session, the Board approved a contract addendum and discussed a legal issue.
2. **CALL TO ORDER** at 7:00 pm, following Executive Session.
3. **OPEN FORUM/GUESTS:** Several homeowners were in attendance.

A homeowner on Stone Canyon Court questioned the requirement to provide the tenant's lease in order to get Board approval to rent a house. Management noted that the application to rent form used at Cowell is a generic information sheet used by Collins Management, and that providing the Board with a copy of the lease is not required. The request for the tenant's lease will be removed from the application form.

A homeowner on Wildberry Court requested to have a Toastmaster meeting in the Clubhouse on one Monday night in either February or March. The meeting will be noted in an upcoming issue of the Signal.

4. **APPROVAL OF MINUTES.**

It was moved and seconded (T. Peterson/S. Cardoza) to accept the Regular Meeting Minutes of November 20, 2014, as corrected. Motion carried.

5. **MANAGEMENT REPORT**

- 5.1 **Clubhouse Report**

**Activities Committee.** A. Steinberg reported on the recent events held at the Clubhouse: The Holiday Party had 68 people in attendance, Movie Night had 35 people and there were 6 rentals in November, which brought in \$2,250. Upcoming events are the Super Bowl party, the Lunar New Year potluck and the soccer league formation. It was noted that a homeowner who recently rented the Clubhouse for a party was disappointed with the malfunctioning sound system and requested a partial refund. The Board instructed Management to invite the homeowner to meet with the Board in the January Executive session.

- 5.2 **Lease Approvals.** It was moved and seconded (S. Cardoza/T.Wright) to approve the leases for 4495 Buckhorn Court, 4499 River Ash Court and 4496 Stone Canyon Court. Motion carried, with one opposed. - *Marc B. opposed SC.*

- 5.3 **2015 Reserve Projects.** The Board instructed Management to revise the list of 2015 Reserve Study projects and recommend which projects should be completed in 2015 and which can be postponed to later years.

- 5.4 **Workers Compensation 2015 Insurance Renewal.** It was moved and seconded (T. Wright/R.Peterson) to approve the lower of two renewal Workers Comp premiums (State Fund or Employers Insurance Company) upon receipt of the proposal from State Fund). Motion carried, with one opposed. - *Todd P. opposed SC.*

- 5.5 **Management Transition Report.** President Weinmann reported that the new Manager, Pat Magee, started work on December 15, 2014.

President Weinmann also reported that since the release of J. York on November 13, 2014, Collins Management has been handling the day-to-day business of the Association and things have been getting done. Special thanks to Diana Byrne and Andy Steinberg.

President Weinmann reported that he had received an anonymous letter criticizing him and the Board, but no other recent communications regarding the Management transition.

## **5.6 Title 19 - 5-year Sprinkler Inspection Report**

**Cintas Proposal for Required Repairs.** It was moved and seconded (M. Weinmann/ T. Peterson) to approve the proposal from Cintas Fire Protection to make the required repairs to the Clubhouse sprinkler system for \$4,190, plus tax, if there is a fire department deadline for completion prior to February 15, 2015. If there is no such deadline, Management will get another bid and present the 2 proposals to the Board at their next meeting. Motion carried.

**5.7 Tennis Court Light Post Update.** Management requested proposals from 2 vendors to replace the fallen pole. The Board instructed Management to get bids to do destructive testing on 3 other tennis court light poles to assess their condition as representative of all 12 poles.

**5.8 Clubhouse Roof Leak Update.** The Board instructed Management to follow up with the roofer on the repair of the leaking seal around the windows over the Clubhouse entrance and a cost to replace the missing and damaged roof tiles.

## **6. OLD BUSINESS**

**6.1 Contra Costa County Fire Protection Inspection Notice.** The Board instructed Management to follow up on the pool cabana work that had been required by the fire department inspector.

## **7. OFFICER REPORTS & DIRECTOR COMMENTS**

**7.1 Treasurer's Report.** T. Wright reported that the balance sheet, income and expense report, and the bank reconciliation reports have been reviewed. He noted that the last water bill of the year should come in the first week of January, but will be accrued to 2014.

### **7.2 Director Comments.**

D. Glover asked about the Communication Liason. M. Weinmann explained that this proposed volunteer position would coordinate and oversee the various means of communication - website, Signal Newsletter, etc. M. Buchanan noted that water (before the rains came) continued to flow over the sidewalk by the East entrance. He also noted that the fescue was growing over the curb on the South Slope and needed to be trimmed. Management will follow up with the landscaper. He asked why the Clubhouse had not yet been re-keyed. This was also requested at the November meeting. Management will get with Andy Steinberg to get this done, perhaps meeting with M. Buchanan some night to go over logistics. The installation of electronic card readers was discussed. Management will get proposals. T. Wright noted that the security cameras are supposed to be viewable by the Board online, but they are not. M. Weinman will send password to the Manager and the Manager will follow up[ with the installer to get directions to login. T. Wright asked if there was a way that we or the city could install signage at the entrances telling people not to drive through. M. Weinmann will check with the city. S. Cardoza would like to have gates installed at the entrances to the East and West greenbelts to deter non-residents. She would also like to install additional benches.

**7.3 President's Report.** M. Weinmann discussed the proposal by the Concord Pioneer to print informational pieces from the larger communities, like Cowell, in the area. He will follow up with them.

## **8. COMMITTEE REPORTS**

**8.1 Architectural Committee.** S. Cardoza Presented the binder of information she put together for Committee members and Management, with includes all known information about the Committee, its functions and procedures. M. Weinman asked about the procedures for lodging architectural complaints. S. Cardoza will investigate the specific complaint in question.

It was moved and seconded (S. Cardoza/<sup>Todd S.C.</sup>) to appoint Sundar Thiru to the Architectural Committee. Motion carried.

**8.2 Landscaping Committee.** T. Peterson noted that no meeting was held in December. The next meeting will be held in January.

**8.3 Swim Team Liaison.** D. Glover reported that she spoke with the swim team director and coach about the final meet and celebration that had drawn numerous complaints from neighboring homeowners. They both apologized for the noise and said it was an exuberant spontaneous celebration. They will contact parents and ask them to talk to their children about being considerate of neighbors in the future. She reported that the Spring Clinic will be for 5 weeks - March 2 to April 2 and that it will only be Mondays through Thursdays. Last year there were 87 participants and 60% were residents. The Board discussed whether the coach was being charged enough for the clinic. Management will find out what was charged last year.

**9. ADJOURNMENT** was at 9:27 pm to Executive Session. In this Executive Session, the Board discussed a legal issue.

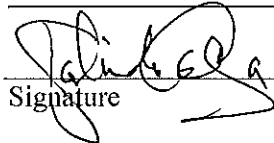
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**BOARD CERTIFICATION**

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I, Sabinda 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 \_\_\_\_\_ as approved by the attending directors.

  
Signature

Jan. 22, 2015  
Date