

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday, December 17, 2015  
4498 Lawson Court, Concord, CA

**MINUTES**

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

**Also Present:** P. Magee, Collins Management

**EXECUTIVE SESSION** at 6:45 PM. In this Executive Session, the Board approved a Collections procedure.

1. **CALL TO ORDER** at 6:58 PM.

2. **HOMEOWNERS OPEN FORUM**

Eight Homeowners were present. Six spoke about the rise in CHOA fees for non-resident USTA players. Five wanted the fees to be lowered, one wanted them to remain the same and one wanted them to be higher. A Homeowner asked when the sidewalk on the side of the Business Office would be replaced. One Homeowner requested that one tennis court be converted to pickleball. Another Homeowner requested that pickle ball not be allowed due to excessive noise and wear on the net cables. One Homeowner noted that two local high schools need practice courts and are willing to pay.

3. **BOARD LAPTOP PROPOSAL**

It was moved and seconded (R. Ellenson/M. Buchanan) to approve the purchase of nine laptops for the Board, General Manager and Clubhouse Manager, with five-year warranties, software and setup, plus four tablets for the Architectural Committee for a total price of \$9,398.47. Motion carried.

4. **APPROVAL OF MINUTES**

- It was moved and seconded (R. Ellenson/S.Cardoza) to approve the November 19, 2015 Minutes. Motion carried. M. Buchanan abstained
- It was moved and seconded (R. Ellenson/S.Cardoza) to approve the November 19, 2015 Executive Session Minutes. Motion carried. M. Buchanan abstained

5. **CLUBHOUSE AND TENNIS REPORTS**

- **Clubhouse Supervisor Andy Steinberg** was not in attendance. The Board reviewed his written report.
- **Tennis Coach Thor Schreck** reported that the USTA captains meeting last week went well. There are three teams this season, which have additional resident players who came over from Valley Vista. He recommended against approving pickleball, for the reasons noted above in Homeowners Forum. The Board instructed the Tennis Pro to get signed waivers from all USTA players.
- It was moved and seconded (S. Cardoza/M. Buchanan) to reduce the fee for non-resident USTA players from \$50 per season to \$40 per season. Motion carried. T. Wright and R. Ellenson opposed. S. Cardoza abstained.

5. **ACTIVITIES COMMITTEE**

- **Activities Chair Donna Glover** reported that the gold tablecloths that had been purchased have disappeared and that Movie Night has had low attendance lately. The Manager will get locks installed on some of the cabinets in the kitchen. The Manager will check with the Clubhouse Supervisor to find out why the Cinco de Mayo party was moved to May 14. The 2016 Vendor Fair will be on the January agenda.
  - The draft RSVP policy was tabled.
  - Board members signed up to serve as backup to the Clubhouse staff for the month of January in case they need assistance.

6. **TREASURER'S REPORT**

- **Treasurer's Report.** Treasurer T.Wright reported that the November Financials are in order. He had a question about lifeguard income that the Manager will investigate.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approvals Procedures.** Tabled. The Manager will work with the Treasurer to come up with a revised Collections enforcement policy to better suit the changes in the law.

## 6. BUSINESS

- **Greenbelt Bench Sponsorship.** Tabled. The Manger will rewrite Concord's sponsorship program to present to the Board in January.
- **Dog Park Bench Gravel Proposals.** Tabled.
- **Pool Gate Repair Proposal.** Tabled.
- **Clubhouse TV Joined to Audio System and Audio Amplifier Proposals.** It was moved and seconded (M. Weinmann/R. Ellenson) to approve the proposals from The Sound Company to supply and connect an 800 watt audio amplifier to the Clubhouse sound system and connect the TV to the sound system for \$2,247. Motion carried.
- **Insurance Proposals.** It was moved and seconded (T. Wright/R. Ellenson) to approve the proposals from NBS Insurance Agency to renew the Association's insurance policies:
  - Commercial Package \$32,700
  - Umbrella \$\$7,734
  - Crime \$2,589
  - D&O \$4,558
  - EPLI \$\$5,752.03
  - Excess Medical \$1,842.65

## 7. COMMITTEE REPORTS

- **Approve Committee Chairs.** It was moved and seconded (M. Weinmann/S. Cardoza) to approve the following Directors as Committee Chairs: S. Cardoza/Architectural; M. Buchanan/landscape and Swim Team Co-Liaison; D. Glover/Activities and Swim Team Co-Liaison; R. Ellenson/Communications; T. Wright/Facilities. Motion carried.
- **Architectural Committee.**
  - It was moved and seconded (S. Cardoza/T. Wright) to grant authority to the General Manager to pre-approve window replacement applications that meet the following criteria:
    - Same size and location as existing windows.
    - Double glazed
    - Frame color white or matching the trim.
    - All windows that can be seen from the Common Area must be the same style. Motion carried.
  - It was moved and seconded (S. Cardoza/T. Wright) to approve the Revised Architectural Rules, with corrections, and send them out to all Homeowners for 30 day review. Motion carried.
  - The Board reviewed the Minutes from the November 11, 2015 Architectural Committee meeting. 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.** There will be no Landscape meeting in January, but there will be a walkthrough of the greenbelt for the Committee and Board on Saturday, January 16, at 8:15am to review the 2016 proposals from Landscape Care.
- **WCST Liaison.**
  - Draft WCST Schedule. The Board reviewed the draft 2016 WCST schedule as submitted by WCST and will vote on approval at a special meeting in early January.
- **Communications Committee.**
  - Website RFQs have been received from two firms - awaiting the third.
  - Survey is growing and will be available to Homeowners in January.
- **Rules Committee.** Nothing to report.
- **Facilities Committee.** Two members of the Facilities Committee visited an HOA in San Ramon that had replaced the concrete deck around one of their pools with pavers earlier this year, and are in the process of replacing the concrete with pavers at their other pool.

8. **PRESIDENT'S REPORT AND DIRECTOR COMMENTS**

**Director Comments**

- R. Ellenson - None.
- S. Cardoza - None.
- T. Wright - None
- M. Buchanan - Would like to see dedicated email addresses for Board members resurrected so that Homeowners could contact them directly.
- D. Glover - Asked about the new entry signs at the East entrance outlawing drive through traffic on North and South Larwin and asked if additional signs pointing in the Ygnacio direction would be installed. The Manger replied that there were no plans at this time. She asked about the sleigh in the Business Office and the Manager assured her that the HOA has proof of ownership back to at least 1975.

**President's Report**

- President M. Weinmann told the Board that we will need more than one presenter at the Town Hall Meeting scheduled for February 20 in the Clubhouse. We will also need a flyer or letter invitation to the Town Hall mailed to every Homeowner, and signs made for the kiosks.

10. **INFORMATIONAL**

- **Task List.** In the packet.
- **Map.** In the packet
- **New Rentals.** 4489 Clear Creek and 4643 Sugarland Circle

- 11. **ADJOURNMENT.** It was moved and seconded (S. Cardoza/T. Wright) to adjourn to Executive Session at 11:20 PM. Motion carried. In this Executive Session, the Board reversed Fines conditionally for three properties and discussed an ongoing problem with another property.

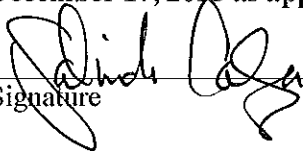
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**BOARD CERTIFICATION**

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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 December 17, 2015 as approved by the attending directors.

  
 Signature

02/17/2016  
 Date