

**Cowell Homeowners Association**  
**Activities Committee Meeting**  
**Tuesday, October 4<sup>th</sup> 2016**  
**4498 Lawson Ct Concord, Ca 94521**

**Present:** D.Glover – Chair, A.Steinberg, D.VonAustin, D.Zarges

**Absent:** M. Weinmann, S. Weinmann, K. Lauria, N.Wrtherell

1. Meeting called to order at 7:00pm by Donna Glover-Chairperson
2. Welcomed new committee members, Dana VonAustin & Delia Zarges
3. **Haunted House – Friday and Saturday, October 21<sup>st</sup> and 22<sup>nd</sup> 6pm-11pm**
  - a. Volunteers
    - i. outside table – Andy & Stephen
    - ii. Inside – Stephen has confirmed he has enough helpers
  - b. Confirmed estimate cost: 2016 Budget = \$500
    - i. Pizza party for volunteers – 2 nights - \$200 – Stephen
    - ii. Yearly fire permit - \$303 in 2015 – Inspection scheduled for Tuesday 10/18
    - iii. Halloween candy for “Lights On” - \$100 – Andy
  - c. Fire Inspection scheduled for Tuesday, October 18<sup>th</sup>
  - d. Ticket Sales
    - i. a/o 10/20/16 – 275 tickets given out to Homeowners
    - ii. CHOA Residents receive 4 free tickets to be picked up at clubhouse by Thursday, Oct 20<sup>th</sup>
    - iii. Agreed that Non-residents will be charged a fee of \$5.00 per ticket.
    - iv. Day of event – all tickets including homeowners who failed to pick up free tickets will be \$5.00
  - e. Misc
    - i. Clubhouse closed starting Thursday,, October 13<sup>th</sup> – Monday, October 24<sup>th</sup>
    - ii. To avoid reusing tickets, collecting tickets before entering Haunted House
    - iii. Collecting tickets also enables us to track tickets used
    - iv. Next Year will need more fire resistant black paper
    - v. Use revenue collected this year for additional props next year
4. **Winter Holiday Celebration – Sunday, December 4<sup>th</sup> 3pm-5pm**
  - a. Stephanie Weinmann to chair this event
  - b. Plan for 100 kids to attend, but watch capacity to ensure not over with adults too
  - c. Reservations via evite invitation similar to CHOA BBQ
  - d. Evite invitation will be created and available link in the November Signal – Donna
  - e. Reservations to start November 1<sup>st</sup>
  - f. Limit reservations to 6 maximum per household, could be family or guest
  - g. Bring hard copy of invitation to Senior Potluck
  - h. Andy suggested we add some Hanukah items to goodie bag
  - i. Setup craft table & Santa in downstairs game room
  - j. Lounge could be used for cookie decorating and hot chocolate
  - k. Vinyl signs November 1<sup>st</sup> – Andy
5. **New Year’s Eve Celebration – Saturday, December 31<sup>st</sup> 8:00pm – 1:00am**
  - a. DJ has been booked for 5 hours
  - b. Full light show on dance floor (use game room for dance floor)
  - c. CHOA provides the following:
    - i. appetizers, beer, wine, water, soda
    - ii. Decorations with noise makers, hats, & balloons dropping at midnight
    - iii. Also suggested we get glow necklaces
  - d. Requires 2 security guards – Andy to confirm booking

- e. WCST to setup silent auction – Kristin
- f. Reservations via Evite system and limit to 150 people (allowing for no shows) capacity 120
- g. Early communication to residents via November Signal – Andy
- h. Photo Booth available
- i. Volunteers via Signup genius for 1 hour shifts
- j. Suggested an intention letter area where people write letters to themselves that night that will be deliver to them in 30 days
- k. Next committee meeting will determine jobs and assignments
- l. Andy asked about recreations staff being on site – may need to think about an incentive pay, but he will check with his staff

**6. Clubhouse Holiday decoration**

- a. In prior years, a recreation staff member did all the decorating
- b. Last Year, Andy and his staff tried but don't feel they want to continue decorating
- c. Suggestion that we put article in Nov Signal and social media asking for volunteers the week of Nov 28<sup>th</sup>
- d. Decorations need to be completed by Thursday, December 1<sup>st</sup>

Meeting adjourned at 8:15pm