

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, October 27, 2016, Following the Annual Meeting at 7pm
4498 Lawson Court, Concord, CA

MINUTES

Present: M. Weinmann; M. Buchanan; T. Wright; B. Collins; D. Glover; R. Ellenson; T Peterson

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

EXECUTIVE SESSION at 7:41 PM. In this Executive Session, the Board met with two Homeowners regarding violations, reversed a Fine for another Homeowner and did not assess a Fine for a fourth Homeowner.

1. CALL TO ORDER - ROLL CALL/ADOPT AGENDA

- It was moved and seconded (T.Wright/B. Collins) to adopt the published agenda and call the meeting to order at 7:51 PM.

2. HOMEOWNERS OPEN FORUM

There were two Homeowners in attendance. There were no Homeowner comments.

3. SELECTION OF OFFICERS

- It was moved and seconded (D. Glover/B. Collins) to appoint Mark Weinmann as President of the Association for the 2016/2017 term. Motion carried.
- It was moved and seconded (M. Weinmann/T. Wright) to appoint Barry Collins as Vice-President of the Association for the 2016/2017 term. Motion carried.
- It was moved and seconded (D. Glover/R. Ellenson) to appoint Tim Wright as Treasurer of the Association for the 2016/2017 term. Motion carried.
- It was moved and seconded (B. Collins/R. Ellenson) to appoint Donna Glover as Secretary of the Association for the 2016/2017 term. Motion carried.

4. COMMITTEE ASSIGNMENTS

- It was moved and seconded (B. Collins/T. Wright) to appoint Marc Buchanan as Chair of the Architectural Committee for the 2016/2017 term. Motion carried.
- It was moved and seconded (M. Weinmann/M. Buchanan) to appoint Todd Peterson as Chair of the Landscape Committee for the 2016/2017 term. Motion carried. T. Peterson abstained.
- It was moved and seconded (D. Glover/R. Ellenson) to appoint Barry Collins as Chair of the Safety and Security Committee for the 2016/2017 term. Motion carried.
- It was moved and seconded (B. Collins/R. Ellenson) to appoint Donna Glover as Chair of the Activities Committee for the 2016/2017 term. Motion carried.
- It was moved and seconded (B. Collins/D. Glover) to appoint Mark Weinmann as Chair of the WCST Committee for the 2016/2017 term. Motion carried.

5. APPROVAL OF MINUTES

- It was moved and seconded (D. Glover/T. Wright) to approve the September 22, 2016 Board Meeting Minutes and the September 22, 2016 Executive Session Minutes. Motion carried. R. Ellenson and T. Peterson abstained.

6. RECREATION REPORTS

- **Tennis and Clubhouse Reports**
 - **Tennis Coach Thor Schreck** reported that the Fall USTA Season is half over with 2 teams. Winter season will begin soon.
 - **Clubhouse Report.**
 - The Board reviewed the Clubhouse report and the Maintenance Daily Report as created by Clubhouse Supervisor Andy Steinberg.
 - Haunted House was a great success, due to the Clubhouse staff and volunteers under the direction of Steven Sulyma. \$575 came in from 115 paid attendees, to be used for props purchase for 2017. 361 tickets were dispersed. Of the 320 free tickets issued, 50% of them were used.

7. COMMITTEE REPORTS

- **Architectural.**
 - The Board reviewed the September 22, 2016 Minutes.
 - The request to approve an additional roofing material was cancelled by the Homeowner making the request.
 - The Board reviewed the legal status of the Declared Water Emergency and saw that although the requirements had been relaxed, the Emergency had not been rescinded and the HOA cannot issue Fines for not watering lawns.
- **WCST.**
 - The Board reviewed the September 13, 2016 Minutes and Executive Session Minutes.
 - It was moved and seconded (D. Glover/M. Buchanan) to approve the 2017 WCST schedule as presented. Motion carried. T. Peterson abstained.
 - The Board reviewed the September 2016 WCST Financials.
- **Landscape.**
 - It was moved and seconded (M. Buchanan/D. Glover), after review of two proposals and on the recommendation of the Landscape Committee, to approve a proposal from Traverso Tree Care to trim and remove trees throughout the Community for \$24,505. Motion carried. T. Peterson abstained.
- **Communications.**
 - The Board reviewed the Communications Committee report as prepared by R. Ellenson.
- **Facilities.**
 - The Manager reported on the ad hoc nature of the Committee and that he will communicate with the Committee on specific projects via email.
- **Rules.**
 - The Board reviewed the Committee report as prepared by D. Glover.
 - After revising the draft Clubhouse Rental Contract following recommendations from the Association's lawyer, it was moved and seconded (D. Glover/R. Ellenson) to approve the Clubhouse Rental Contract, version 11, with changes. Motion carried. T. Peterson abstained.
- **Smokestack.**
 - After receiving notice from the Smokestack Committee members that the Committee had decided not to incorporate separately from CHOA, and would instead move the Boutique to another location, it was moved and seconded (B. Collins/T. Wright) to formally sever all relations and ties with the Smokestack Boutique. Motion carried. T. Peterson abstained.
- **Safety and Security.**
 - The Board reviewed the draft Minutes of September 20, 2016.
 - Chair B. Collins reported that he called the City of Concord Traffic Engineer to schedule another traffic mitigation meeting.
- **Activities Committee**
 - The Board reviewed the Activities Committee report.
 - The Winter Holiday Celebration registration will be online, with a maximum 6 people per household.
 - The New Years Eve celebration registration will be online as well and will be for adults only.
- **Scout Liaison**
 - M. Weinmann reported that the troop will begin Monday night meetings in 2 weeks.

8. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the September, 2016 Financials.
- **Delinquency Report.** The Board reviewed the Delinquency Report
- **Lien Approvals.** After reviewing the statements of the delinquent accounts:
 - It was moved and seconded (M. Weinmann/B. Collins) to send account #81183 to Allied Trustee Services for collection of monies owed and to place a Lien and the account. Motion carried. T. Peterson abstained.
 - It was moved and seconded (M. Weinmann/B. Collins) to send account #81932 to Allied Trustee Services for collection of monies owed and to place a Lien and the account. Motion carried. T. Peterson abstained.
 - It was moved and seconded (M. Weinmann/R. Ellenson) to send account #81662 to Allied Trustee Services for collection of monies owed and to place a Lien and the account. Motion carried. T. Peterson abstained.

- It was moved and seconded (M. Weinmann/R. Ellenson) to send account #81577 to Allied Trustee Services for collection of monies owed and to place a Lien and the account. Motion carried. T. Peterson abstained.
- **Collectability Profile Approvals.** There were no new Collectability Profile approvals.
- **Small Claims Approvals.** There were no new Small Claims approvals.

9. NEW BUSINESS

Outdoor Lights Retrofit.

- After reviewing revised proposals with the addition of individual surge protectors from two of the vendors that supplied previous proposals, it was moved and seconded (D. Glover/B. Collins) to approve the proposal from Current Electric to retrofit all of the outdoor lights with LED bulbs and individual surge protectors for a price not to exceed \$18,795, minus the cost for those lights that have already been retrofitted. Motion carried. T. Peterson abstained.
- **Cul de Sac Replacement Proposals.**
 - After noting that the contractor approved at last month's meeting could not secure a permit from the city, and reviewing the revised proposal from Carrasco Construction, it was moved and seconded (T. Wright/R. Ellenson) to approve the proposal from Carrasco to replace concrete at five locations for \$13,489.75. Motion carried. T. Peterson abstained.
- **Northgate High School District Request.**
 - After reviewing the request from Northgate CAPS to use the Clubhouse at no cost for an informational meeting about their proposed new school district, it was moved and seconded (D. Glover/M. Weinmann) to allow Northgate CAPS to use the Clubhouse at no cost for an informational meeting as long as a representative of the opposition is also on the agenda to speak. Motion did not carry.
- **Highlands School Auction Request.** There was no motion to donate to the Highlands School auction.
- **November and December Meeting Dates.** Due to Holiday scheduling conflicts, it was moved and seconded (M. Weinmann/D. Glover) to combine the November and December Board meetings and meet on December 8, 2016. Motion carried. M. Buchanan opposed.

10. GOOD OF THE ORDER

- **Directors' Comments**
 - R. Ellenson. None
 - T. Peterson. Asked what is the scheduled day of the Landscape meetings? Third Thursdays at 7:30pm. The South Slope walk scheduled for October 29 will be cancelled so that the new chair can first meet with the Committee. He will first meet with the former chair, the head of Landscape Care and the CHOA Manager to be briefed on the current state of the Committee. He wants to see continuity on the Safety and Security Committee.
 - D. Glover. There are documents missing on the shared BOD folders and in the Director Binders. P. Magee and R. Ellenson will look into it.
 - B. Collins. What is the adult age for the New Years Eve party - 18 or 21? 21.
 - T. Wright. None.
 - M. Buchanan. Appreciates being informed with progress reports from the Manager about the recent irrigation break under the West Entrance.
- **President's Report.** Thank you to all Directors for all that you do as Board members and Committee chairs.

11. INFORMATIONAL/ANNOUNCEMENTS

- Task List, Map, Calendar, New Tenants Forms. In the packet.

- 12. MOTION TO ADJOURN.** It was moved and seconded (D. Glover/B. Collins) to adjourn to Executive Session at 10:22 pm. Motion carried. In this Executive Session, the Board discussed an employee issue, voted on Hearing requests and voted to authorize foreclosure proceedings on two delinquent accounts.

BOARD CERTIFICATION

I, Donna Glover 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 October 27, 2016 as approved by the attending directors.

Donna Glover 12/9/16
Signature Date