

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, August 24, 2017
4498 Lawson Court, Concord, CA

MINUTES

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

Absent: D. Glover; T. Wright

Also Present: P. Magee and Andy Steinberg, Collins Management; Tom Sweeney, Landscape Care

EXECUTIVE SESSION at 6:45 PM. In this Executive Session, the Board approved the list of Fines for continued violations.

1. CALL TO ORDER - ROLL CALL/ADOPT AGENDA

- It was moved and seconded (R. Ellenson/B.Collins) to adopt the published agenda and call the meeting to order at 6:58 PM. It was moved by T.Peterson to amend the agenda by moving the Landscape Committee Report and Proposals to follow the Minutes and to correct the date of the agenda. Motion carried.

2. MANAGEMENT REPORT. The Board reviewed the Management Report.

3. HOMEOWNERS OPEN FORUM

There were three Homeowners in attendance. One Homeowner commended outgoing Board members Tim Wright and Marc Buchanan for their great service, lamented that there were no nominations to take their place and commented on his dissatisfaction with the state of the Architectural inspections. Another Homeowner asked that an article be included in the September Signal about the illegality of motor scooters on the greenbelt, and asked if Inspectors of Election were appointed. He was informed that since the election is uncontested, there was no need for Inspectors of Election.

4. APPROVAL OF MINUTES

- It was moved and seconded (B. Collins/R. Ellenson) to approve the July 27, 2017 Board Meeting Minutes and the July 27, 2017 Executive Session Minutes. Motion carried. T. Peterson abstained.
- It was moved and seconded (T. Peterson/B. Collins) to approve the August 3, 2017 Board Meeting Minutes. Motion carried.
- It was moved and seconded (T. Peterson/R. Ellenson) to approve the August 14, 2017 Board Meeting Minutes and the August 14 Executive Session Minutes as corrected. Motion carried.

Landscape Committee.

- The Board reviewed the Landscape Committee report.
- The Board reviewed the Proposals from Landscape Care to re-landscape three areas on the South Slope, and quizzed Landscape Care VP of Operations Tom Sweeney on the specifics. Mr. Sweeney noted that the plans have undergone 2 revisions after multiple walks of the areas by the Landscape Committee members and their subsequent suggestions. It was noted that eleven eucalyptus trees would need to be removed from area 5 prior to re-landscaping that area, because nothing would grow beneath them otherwise. Mr. Sweeney noted that it will take a number of years for the new plants to get established and then in about year 5 rapid growth should take place, helping to visibly shield the traffic on Ygnacio.
- It was moved and seconded (T. Peterson/M. Buchanan) to approve the proposals from Landscape Care to re-landscape areas 5,6 and 7 for \$73,124. Motion carried. T. Peterson abstained for area 5.

5. RECREATION REPORTS

• **Tennis and Clubhouse Reports**

- **Clubhouse Report.** The Board reviewed the Clubhouse report as prepared by Clubhouse Supervisor Andy Steinberg. Mr. Steinberg noted that September bookings are way down from last year for no apparent reason.
- **Tennis Report.** Tennis Pro Thor Shreck reported that his audit of the USTA Winter, Spring and Summer seasons is nearly complete.
- **Air Hockey Proposals.** The Board reviewed specifications of the air hockey tables recommended by Mr. Steinberg, noting that the Association's current table is not up to the rigors of Clubhouse play. It was moved and seconded (B. Collins/R. Ellenson)

to purchase the Brunswick Wind Chill 7ft table for a cost not to exceed \$750. Motion carried.

- **Lifeguard End of Season Report.** The Board reviewed the report by Pool Manager Daniela Reich.

6. COMMITTEE REPORTS

- **Activities Committee**
 - The Board reviewed the Activities Committee report.
- **Architectural.**
 - Smartwebs Update. The Manager reported that he successfully loaded the Smartwebs violation reporting software onto the 3 Association tablets and has been experimenting with it in preparation for training the Committee members.
- **WCST**
 - **Fall Clinic.** It was moved and seconded (M. Weinmann/T. Peterson) to approve the WCST Fall Clinic. WCST will pay all pool and labor costs, same as the 2016 Fall Clinic. Motion carried. B. Collins was out of the room for the vote.
- **Communications.** The recent survey received 192 responses and nearly 500 comments. A report is forthcoming.
- **Facilities.** The Board reviewed the list of current projects.
- **Rules.**
- The Board reviewed the Rules Committee report, noting that the Employee Manual revisions have been completed .
- **Safety and Security.**
 - The Board reviewed the draft Minutes from the August 15 meeting.
- **Scout Liaison**
 - No Report

7. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the July, 2017 Financials.
- **2018 Budget.** The Board reviewed the final draft of the 2018 Budget. It was moved and seconded (M. Weinmann/B. Collins) to approve the 2018 budget for \$1,501,535. Dues will remain the same, at \$97/month. Motion carried.
- **Reserve Study Draft Approval.** The Board reviewed the 2018 Reserve Study revised draft. It was moved and seconded (B. Collins/R. Ellenson) to approve the revised draft of the 2018 Reserve Study as prepared by Reserve Analysis Consulting. 2018 Reserve contribution will be \$302,946. Motion carried.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approval.** There were no new Liens to approve.
- **Collectability Profile Approval.** There were no new Collectability Profiles to approve.
- **Small Claims Approvals.** There were no new Small Claims to approve.

8. NEW BUSINESS

- **Side Pools Pest Control Contract.** It was moved and seconded (T. Peterson/B. Collins) to approve an addition to the current contract with Clark Pest Control to include the side pools for an initial setup fee of \$200 and a monthly fee of \$120. Motion carried.

9. GOOD OF THE ORDER

- **Address Homeowner Issues Raised in Forum.** There were no issues raised in the Forum.
- **Directors' Comments**
 - R. Ellenson. None
 - M. Buchanan. This is my last Board meeting, and I want to thank all of you for the opportunity to serve with you.
 - T. Wright. Absent
 - B. Collins. Would like to be trained on the AED
 - D. Glover. Absent
 - T. Peterson. None
- **President's Report.** The Town Hall went very well, in spite of the small attendance. Thank you to all that participated and supplied information for the presentation.

10. INFORMATIONAL/ANNOUNCEMENTS

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

11. **MOTION TO ADJOURN.** It was moved and seconded (T. Peterson/B. Collins) to adjourn to Executive Session at 8:48 pm. Motion carried. In this Executive Session, the Board reviewed an employee situation.

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 August 24, 2017 as approved by the attending directors.

Donna J. Glover
Signature

10/12/17
Date