

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, February 22, 2018
4498 Lawson Court, Concord, CA

MINUTES

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

Also Present: P. Magee and A. Steinberg, Collins Management; S. Sulyma, Cowell HOA

1. **EXECUTIVE SESSION** at 6:30 PM. In this Executive Session, the Board held a Hearing for a violation of the Rules.
2. **CALL TO ORDER - ROLL CALL/ADOPT AGENDA** at 7:02 PM
3. **MANAGEMENT REPORT.** The Board reviewed the Management Report.
4. **HOMEOWNERS OPEN FORUM**
There were Two Homeowner in attendance. Homeowner Bill Agnew spoke about Clubhouse usage, noted that a Homeowner who doesn't own a dog picks up dog poop left by others on a regular basis, would like us to consider moving the lifeguard shed at the East pool to a different location and noted there are numerous cars that have expired license tags. Homeowner Stephanie Weinmann noted that the Clubhouse decorations look dated and the dark color of the walls make the rooms look dingy. Could we paint them a lighter color?
6. **APPROVAL OF MINUTES**
 - It was moved and seconded (D. Glover/T. Peterson) to approve the January 25, 2018 Minutes and the January 25, 2018 Executive Session Minutes as amended. Motion carried.
7. **RECREATION REPORTS**
 - **Tennis and Clubhouse Reports**
 - **Clubhouse Report.** The Board reviewed the Clubhouse report as prepared by Clubhouse Supervisor Andy Steinberg.
 - **Tennis Report.** Tennis Pro Thor Shreck was not in attendance. The Board discussed the email from USTA Coach Lynn Deckert concerning the Board's decision to not change the fees for non-resident USTA players. The Board instructed the Manager to thank Ms. Deckert for bringing her concerns to their attention.
8. **COMMITTEE REPORTS**
 - **Activities Committee**
 - **Report.** The Board reviewed the Activities Committee report, noting that there were 92 attendees at the recent Volunteer Thank You event, with only 2 no-shows.
 - **2018 Activities Schedule.** The Board reviewed the 2018 schedule.
 - **Architectural.**
 - **Minutes.** The Board reviewed the Minutes of January 18, 2018.
 - **WCST.**
 - The Board reviewed the WCST Committee report, including newly organized budget categories.
 - **WCST 2018 Schedule.** It was moved and seconded (M. Weinmann/T. Peterson) to approve the 2018 WCST Schedule. Motion carried.
 - **Landscape.**
 - **South Slope Upgrades and Tree Removals Proposals.** The Board reviewed the proposals from Landscape Care to upgrade the landscaping on the South Slope from the property line with the dentist offices at the SW corner of the community to Sweet Shrub and then from Oakbrook to River Ash in 4 separate drawings. It also reviewed the proposals from two tree companies to remove a number of trees in order to make way for the improvements and a number of other unhealthy trees. It was moved and seconded (T. Peterson/B. Collins) to approve the proposals from

Landscape Care to upgrade the South Slope landscaping as proposed by Landscape Care for \$106,692 and to approve the proposal from Tree Care of California to remove 20 trees for \$7,980. Motion carried.

- **Dog Park Triangle Proposal.** The Board noted that the triangular area in back of the dog park that is owned by the City is overgrown and has attracted homeless encampments. The City has agreed to reimburse the Association for the cost to clean up the area. It was moved and seconded (T. Peterson/M. Weinmann) to approve the proposal from Landscape Care to clear out the area in back of the dog park for \$8,160, with the understanding that the City of Concord will reimburse the Association. Motion carried.
- **Committee Member Approval.** Noting that Gila Sagy resigned from the Committee, it was moved and seconded (T. Peterson/M. Weinmann) to approve the appointment of Susan Shrank to the Landscape Committee. Motion carried.
- **Communications.** The Board reviewed the Communications Committee report.
- **Facilities.**
 - **Gate Fobs Update.** The Board noted that the fob system was not fully operational by February 17 as planned. The Manager noted that the installer ran into unexpected equipment problems and expects the system to be operational by Friday, February 23.
- **Rules.** No Report.
- **Safety and Security.**
 - The Board reviewed the draft Minutes from the January 16, 2018 meeting.
- **Scout Liaison**
 - The Board reviewed the communications between Committee Chair M. Weinmann and the leadership of the troop.

8. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the draft January 2018 Financials.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approval.** It was moved and seconded (M. Weinmann/B. Collins) to send accounts 81662 and 81895 to Collections in order to place a Lien for non-payment of assessments. Motion carried.
- **Collectability Profile Approval.** There were no new Collectability Profiles to approve.
- **Small Claims Approvals.** There were no new Small Claims to approve.

9. NEW BUSINESS

- **Clubhouse Rental Donation.** There was no motion to approve a request from Highlands Elementary School to donate a Clubhouse rental for a fundraising function.
- **Additional Clubhouse Cameras Request.** The Board noted that the current camera system captures the front entrance to the Clubhouse but not the lawn and parking areas in front where incidents have happened. It was moved and seconded (M. Weinmann/T. Peterson) to approve the proposal from CTE to install 2 additional cameras to the front of the Clubhouse for \$935. Motion carried.
- **New Clubhouse Manager/Assistant Manager Position.** Moved to Executive Session.
- **Lifeguard Staffing.** The Board reviewed the 2017 Lifeguard staffing, where only the Main Pool had lifeguards and made no changes for 2018.

10. GOOD OF THE ORDER

- **Address Homeowner Issues Raised in Forum.** The Board reviewed the comments from Stephanie Weinmann about updating the look of the Clubhouse, noting that the flooring in back of the bar needed to be replaced. The Manager will check on the placement of the East Pool lifeguard shed.
- **Directors' Comments**
 - R. Ellenson. Complimented Todd for his attention to detail with the Landscape work.
 - M. Weinmann. Would like S&S Committee to post "No Head In Parking" signs at the end of certain cul de sacs, such as Oakbrook. Mentioned that the new City Council districts will split up representation for the surrounding HOAs.
 - D. Glover. None.
 - T. Peterson. None.

- M. Kopp. The fob giveaway kickoff went well, with people liking the idea once they understood why we are doing it.
- President's Report. Noted that there are 2 openings on Committees and 1 on the Board. Said that a member of the S&S Committee would like for us to upload safety-related videos to our website, which should not be a problem. Asked about pool signs.

11. INFORMATIONAL/ANNOUNCEMENTS

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

12. MOTION TO ADJOURN. It was moved and seconded (T. Peterson/ M. Weinmann) to adjourn to Executive Session at 10:07 pm. Motion carried. In this Executive Session, the Board approved the list of Fines for continued violations, voted on a Fine for a Rules violation, accepted the resignations of two employees and discussed possible replacements.

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 February 22, 2018 as approved by the attending directors.

Donna Glover
 Signature

3-25-18
 Date