

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

MINUTES

Present: M. Weinmann; B. Collins; D. Glover; T Peterson; M Kopp; R. Ellenson arrived at 7:07 pm

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

1. **EXECUTIVE SESSION** at 6:45 PM. In this Executive Session, the Board denied two Fine reversal requests and approve Fines for continued violaions.
2. **CALL TO ORDER - ROLL CALL/ADOPT AGENDA** at 7:02 PM. It was moved and seconded (M. Weinmann/D. Glover) to approve the agenda as presented. Motion carried.
3. **MANAGEMENT REPORT.** The Board reviewed the Management Report.
4. **HOMEOWNERS OPEN FORUM**
There were Two Homeowners in attendance. Dan Bertuliet spoke to the Board about his neighbor's new shed that had been approved by the Architectural Committee and the City of Concord's definition of Accessory Building. Lorne Thompson told the Board that the North Slope needs attention - piles of chips need to be spread, bushes trimmed and the area cleaned up.
5. **APPROVAL OF MINUTES**
 - It was moved and seconded (D. Glover/M. Weinmann) to approve the February 22, 2018 Minutes and the February 22, 2018 Executive Session Minutes. Motion carried.
 - It was moved and seconded (M. Weinmann/M. Kopp) to approve the March 8, 2018 Executive Session Minutes. Motion carried. R. Ellenson and T. Peterson abstained.
6. **RECREATION REPORTS**
 - **Tennis and Clubhouse Reports**
 - **Clubhouse Report.** The Board reviewed the Clubhouse report as prepared by Clubhouse Supervisor Andy Steinberg. Mr. Steinberg requested permission to purchase needed supplies in preparation for the staffing transition. Permission was granted.
 - **Tennis Report.** The Board reviewed the email from a Homeowner about USTA team usage of the courts and instructed the Manager to include the usage policy in these Minutes:
 1. Cowell Home Owners Association will only allow 4 USTA teams per season.
 2. The USTA Teams, can only reserve three upper courts (#2,#3#4) and two lower courts for home scheduled matches.
 3. The USTA teams can only reserve two upper courts (#3 #4), one night per week for practices during their scheduled season between the hours of 6:00pm-8:00pm
 4. The team captain must post the scheduled home matches on the tennis gates one week prior the their home scheduled match.
7. **COMMITTEE CHAIR ASSIGNMENTS**
 - It was moved and seconded (B. Collins/R. Ellenson) to approve M. Weinmann as Chair of the Architectural Committee. Motion carried.
 - It was moved and seconded (M. Weinmann/B. Collins) to approve M. Kopp as Chair of the Walnut Country Swim Team Committee. Motion carried.
8. **COMMITTEE REPORTS**
 - **Activities Committee**
 - **Report.** The Board reviewed the Activities Committee report, noting that there were 400 reservations for the Spring Festival and we expect 450 to attend.
 - **Architectural.**

- **Minutes.** The Board reviewed the Minutes of February 15, 2018.
- **WCST.**
 - **Minutes.** The Board reviewed the WCST Minutes of February 13, 2018.
 - **ADP Proposal.** It was moved and seconded (M. Weinmann/T. Peterson) to approve the ADP proposal for electronic payroll for \$34.97/month (12 months) for up to 9 employees and \$2.60 per employee over 9. Motion carried.
 - **WiFi Proposal.** It was moved and seconded (M. Weinmann/R. Ellenson) to purchase a WiFi extender for the Clubhouse to get the signal to the pool deck for a cost not to exceed \$500. After discussion about security concerns the motion was withdrawn.
- **Landscape.**
 - **North Slope Rototill Proposal.** It was moved and seconded (M. Weinmann/B. Collins) to approve the proposal from Trax Trax to rototill the North Slope for \$3,995. Motion carried.
- **Communications.** The Board reviewed the Communications Committee report.
- **Facilities.**
 - **Gate Fobs Update.** The Board noted that the fob system was fully operational and the gates would be re-keyed on April 2.
- **Rules.** No Report.
- **Safety and Security.**
 - The Board reviewed the draft Minutes from the February 20, 2018 meeting.
- **Scout Liaison**
 - The troop will have a table and provide volunteers for the Spring Festival.

9. **TREASURER'S REPORT**

- **Treasurer's Report.** The Board reviewed the draft February 2018 Financials. Treasurer D. Glover noted that a number of Reserve CDs are coming due soon and we will roll them over.
- **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.

10. **NEW BUSINESS**

- **Clubhouse ADA Parking Striping.** The Board reviewed a recommendation from a Homeowner that a handicap spot be designated in the parking area in front of the Clubhouse and noted that as the Association is a private facility it was not required. No motion was made.
- **Request to Hand Out Coupons.** The Board reviewed a request from a Homeowner to hand out coupons for her business at the Spring Festival. There was no motion to approve the request.

11. **GOOD OF THE ORDER**

- **Address Homeowner Issues Raised in Forum.** The Board instructed the Manager to get with the Landscaper to spread the chips on the North Slope and clean up the area. The Board will discuss the shed issue that was brought in the Forum in Executive session.
- **Directors' Comments**
 - R. Ellenson.
 - M. Weinmann. Homeowner Forum was too long tonight. Need a Board member to spearhead projects over \$10,000, East Pool should have had one. Committee verbal reports are too long. The Board meeting is for decisions.
 - D. Glover. Please put Clubhouse redecoration on the April agenda.
 - T. Peterson. None.
 - M. Kopp. Walks the property every day and notices things that need attention. Should he report what he sees?
- **President's Report.** Noted that there were many great comments from Homeowners about the Volunteer Appreciation event. Regarding the Homeowners' Forum, many times there are no Homeowners present. It went over tonight, but at times we need to allow the meeting to flow according to needs.

12. INFORMATIONAL/ANNOUNCEMENTS

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

13. MOTION TO ADJOURN. It was moved and seconded (T. Peterson/ M. Weinmann) to adjourn to Executive Session at 9:22 pm. Motion carried. In this Executive Session, the Board reviewed a complaint from a Homeowner about his neighbor, noted that four applicants for General Manager had their initial interviews and approved the filing of a Notice of Default for non-payment of assessments.

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 March 22, 2018 as approved by the attending directors.

Donna Glover
Signature

5-17-18
Date