

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, February 28, 2019
4498 Lawson Court, Concord, CA

MINUTES

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

Also Present: R. Harris, CCAM and S. Sulyma of Collins Management

1. EXECUTIVE SESSION

At 6:45 PM The Executive Session was called to order by the Board President.

2. CALL TO ORDER - ROLL CALL/ADOPT AGENDA

At 7:08 PM the Board meeting was called to order. It was **MSC** to approve the agenda. Motion carried.

3. HOMEOWNERS OPEN FORUM

Homeowner's in attendance brought concerns to the Board related to the trees in the greenbelt, an interest in Pickleball in the community and a recommendation for the Board to approve the Firewise USA program for the association.

4. MANAGEMENT REPORT

The Board reviewed the Management Report.

5. APPROVAL OF MINUTES

- o It was **MSC** to approve the January 14, 2019 regular meeting minutes with amendments.
- o It was **MSC** to approve the January 24, 2019 regular and executive meeting minutes with amendments.

6. RECREATION/COMMITTEE REPORTS

The Board reviewed all of the recreation and committee reports provided in the Board packet.

7. FINANCIAL REVIEW

• **Treasurer's Report**

The January 31, 2019, financials were included in the Board packet for the Board's review. CHOA Treasurer provided a detailed 2018 reserve report listing all of the cost spent in 2018. A list of the 2019 reserve items was provided as well. The Treasurer will work with the General Manager to prioritize the list of items that need to go out to bid for 2019.

• **Delinquency Report**

The Board reviewed the Delinquency Report in Executive Session.

• **Lien Approval**

No liens to approve in this meeting.

8. NEW BUSINESS

- The Communications Liaison made the Board aware the Walnut Country website will no longer be password protected. This was a recommendation provided by Management to help with some of the membership confusion between both the Walnut Country website and Collins website. Collins website will continue to be password protected to protect the privacy of the individual homeowner account information.
- It was **MSC** to approve Montecito HOA to use the Clubhouse during business hours free of charge or the Business Office after hours with the addition of a First Security Officer on duty the duration of the meeting and at the cost of Montecito.
- Committee Chair for the Safety & Security Committee asked the Board to advise what they want to see from the committee in order to present the Firewise USA program to the Board as an agenda item. The Board asked that they be provided with a Frequently Asked Questions document which needs to include things such as how much of Management's time will be needed, cost of program, who is responsible for the oversight, what is the need, is there liability. It was noted some members of the Board stated they were not comfortable with this being an HOA sanctioned program.
- It was **MSC** to approve expanding the number of debit cards to the Boosters and Fundraising Committee members for debit transactions only, no cash withdrawals and all transactions be fully documented and provided to Management and CHOA Treasurer as they happen as well as with the monthly financials. It was **MSC** to approve WCST Treasurer have the authorization

to write any checks deemed necessary from the WCST Operating account with the condition that anything \$1500.00 or higher be required to have two WCST Committee Member signatures. This is to be a one-year trial period. Committee Chair requested a meeting with the Board, WCST Executive Committee Members, and Management to document policies that are currently in place, should be in place or need to be revised. General Manager was asked to reach out to Paul Collins to attend. Additionally, the Committee Chair advised the Board the WCST will be holding a Concert of the Belt fundraiser to sell food at the event. It was MSC to approve the WCST to provide food vouchers to all of the homes on Lawson and Oakbrook Court to be paid by CHOA.

- WCST Committee Chair provided the Board with an update of 37 participants currently signed up for the Spring Clinic.

9. INFORMATIONAL/ANNOUNCEMENTS

Map, Calendar, New Tenants Forms, all in the packet.

10. MOTION TO ADJOURN

It was MSC to adjourn to Executive Session at 8:47 PM.

11. EXECUTIVE SESSION SUMMARY

The Board held an Executive Session to discuss disciplinary hearings, formation of contracts for new vendors, personnel and legal matters.

BOARD CERTIFICATION

I, Rich Ellenson 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 28, 2019, as approved by the attending directors.



Signature

4/26/19

Date