

COWELL HOMEOWNERS ASSOCIATION

Architectural Committee Meeting • Thursday, January 16th, 2020

COMMITTEE MEETING MINUTES

Members Present	Dave Stelter	Committee Member
	Stephen Bath	Committee Member
	Doug Espland	Committee Member
	Michael Liebe	Committee Member
	Barbara Whysong	Committee Member

Others in Attendance Mike Kindorf, Cowell HOA Board President
Bill Mazza of Common Interest Management Services

Meeting Location Cowell Homeowners Association Business Office
4498 Lawson Court, Concord CA

CALL TO ORDER

The meeting was called to order at 6:26pm. It was determined that a quorum was present.

MINUTES FROM THE PREVIOUS MEETING

A motion was made and seconded to approve the minutes from the November 21st, 2019 Architectural Committee meeting with several changes. **The motion carried.** Director Stelter abstained.

The updated copy of the November 21st, 2019 meeting minutes has been appended to these minutes.

A motion was made and seconded to approve the minutes from the December 19th, 2020 Architectural Committee meeting. **The motion carried unanimously.**

OPEN APPLICATIONS

4420 Marsh Elder Ct: Backyard Fence

A motion was made and seconded to approve the Architectural Application for 4420 Marsh Elder Ct. **The motion carried unanimously.**

4418 Canoe Birch Ct: Exterior Paint

A motion was made and seconded to approve the Architectural Application for 4418 Canoe Birch Ct. **The motion carried unanimously.**

4499 Sweet Shrub Ct: Fence and Exterior Paint

A motion was made and seconded to approve the exterior fence portion only of the Architectural Application for 4499 Sweet Shrub Ct. **The motion carried unanimously.** All other portions of the application are deemed denied.

Because this owner shares a border with the Business Office, he had requested that the Association split the cost of that portion of the fence. This request will be presented to the Board of Directors and the owner will be notified that approval of the application from the Architectural Committee does not in any way imply that his request to be reimbursed for the cost of the fence will be approved by the Board.

DISCUSSION OF OPEN VIOLATIONS / HOMEOWNER VIOLATION RESPONSES

The Committee reviewed a response from the owner of 4414 Corkwood Ct regarding a violation letter they had received for their mailbox. Management was directed to close out the violation.

COMPLIANCE LETTERS / STAGES

The Committee discussed the language in the compliance letters, along with the current violation letter

stages and processes. Management presented updated letters along with a proposed revision for each violation stage and the violation escalation process:

- **Stage 1 (Courtesy Notice):** Usually the first letter an owner will receive when a violation is noted
- **Stage 2 (Second/Follow Up Notice):** If the violation is noted on a subsequent inspection, or has not yet been rectified, this letter will be sent to the owner
- **Stage 3 (Hearing Notice):** This letter will inform the owner that they are being called to a Board Hearing, and will indicate the date and time of the hearing
- **Stage 4 (Hearing Results Notice):** This letter will follow the Board Hearing as required by the Governing Documents, and will inform the owner of any action taken by the Board at the Hearing

The language in each letter was also modified to match the above process and stages.

MOTION TO ADJOURN

There being no further business and no objections, a motion was unanimously carried to adjourn the meeting at 8:07pm.

COMMITTEE CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners Association, Inc. Architectural Committee meeting as approved by the attending Committee Members:

Member's Name

Signature

Position / Title

Date

COWELL HOMEOWNERS ASSOCIATION, INC.

Architectural Committee Meeting • Thursday, November 21st, 2019

COMMITTEE MEETING MINUTES

Members Present	Dave Stelter Stephen Bath Doug Espland Michael Liebe Barbara Whysong	Committee Chair Committee Member Committee Member Committee Member Committee Member
Others in Attendance	Mike Kindorf, Cowell HOA Board President Rebecca D'Lima, Cowell HOA Board Member	
Meeting Location	Cowell Homeowners Association Business Office 4498 Lawson Court, Concord CA	

CALL TO ORDER

The meeting was called to order at 6:00pm. It was determined that a quorum was present.

OPEN APPLICATIONS

4405 Prairie Willow Ct: Driveway Paver Installation

A motion was made and seconded to approve the Architectural Application for 4405 Prairie Willow Ct. **The motion carried unanimously.**

4405 Canoe Birch Ct: Driveway Paver Installation

A motion was made and seconded to approve the Architectural Application for 4405 Canoe Birch Ct contingent upon the completion date being changed to January 31st, 2020. **The motion carried unanimously.**

4499 Juneberry Ct: Gazebo

A motion was made and seconded to deny the Architectural Application for 4499 Juneberry Ct due to the height of the structure. **The motion carried unanimously.**

4409 Sugarland Ct: Leaf Filter Gutter Protection

A motion was made and seconded to approve the Architectural Application for 4409 Sugarland Ct. **The motion carried unanimously.**

4401 Sugar Maple Ct: Exterior Fence

A motion was made and seconded to approve the Architectural Application for 4401 Sugar Maple Ct contingent upon the height of the fence meeting the Association's existing architectural standards. **The motion carried unanimously.**

4498 Adelia Ct: Solar Panels

A motion was made and seconded to approve the Architectural Application for 4498 Adelia Ct. **The motion carried unanimously.**

4652 Sugarland Circle: Solar Panels

A motion was made and seconded to approve the Architectural Application for 4652 Sugarland Circle. **The motion carried unanimously.**

4418 Canoe Birch Ct: Remove Front Window Benches

A motion was made and seconded to approve the Architectural Application for 4418 Canoe Birch Ct. **The motion carried unanimously.**

4650 N. Larwin Ave: Front Yard Landscaping

A motion was made and seconded to approve the Architectural Application for 4650 N. Larwin Ave.
The motion carried unanimously.

MOTION TO ADJOURN

There being no further business and no objections, a motion was unanimously carried to adjourn the meeting at 8:30pm.

COMMITTEE CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners Association Architectural Committee meeting as approved by the attending Committee Members:

Member's Name

Signature

Position / Title

Date

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