

# COWELL HOMEOWNERS ASSOCIATION

Open Session Board of Directors Meeting • Thursday, March 26<sup>th</sup>, 2020

## BOARD MEETING MINUTES

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<b>Board Members Present</b>	Mike Kindorf	President
	Mike Cannon	Vice-President
	Edward Baluta	Treasurer
	Brian Beckon	Secretary
	Rebecca D'Lima	Director at Large
	Ken Dixon	Director at Large
	Peggy McCurdy	Director at Large
<b>Others in Attendance</b>	Bill Mazza of Common Interest Management Services	
<b>Meeting Location</b>	Teleconference	

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### CALL TO ORDER

The meeting was called to order at 7:00pm. It was determined that a quorum was present.

### HOMEOWNER'S OPEN FORUM

Due to the recent COVID-19 shelter-in-place orders, it was noticed that homeowner comments for the Open Forum were to be submitted to the General Manager prior to the meeting and would be read by the Board. At the time of the meeting, no comments were received from the membership.

### APPROVAL OF MINUTES

A motion was made and seconded to approve the minutes from the February 27<sup>th</sup>, 2020 Board of Directors meeting. **The motion carried unanimously.**

A motion was made and seconded to approve the minutes from the March 12<sup>th</sup>, 2020 Board of Directors meeting. **The motion carried unanimously.**

### COMMITTEE REPORTS

Committee Chairman Dixon provided the Board with an update from the March Architectural Committee meeting. At this time the Committee is beginning work on drafting updated rules and architectural standards, which will be presented to the Board for review later in 2020. The Committee also wanted to notify the Board that due to the current COVID-19 concerns and the shelter-in-place order, violation inspections will be postponed. The Committee would also prefer that the Association hold off on sending violation letters for minor infractions until the situation returns to normal and the shelter-in-place order has been lifted.

### TREASURER'S REPORT & FINANCIAL REVIEW

#### **Item: Treasurer's Report**

Director Baluta provided a report to the Board regarding the Association's financial position and will continue working with management in reviewing all utility invoices and expense variances.

#### **Item: Financials as of February 29<sup>th</sup>, 2020**

A motion was made and seconded to approve the Association's financials dated February 29<sup>th</sup>, 2020 as presented by Management. **The motion carried unanimously.**

#### **Item: 2019 Adobe Charges**

Common Interest's accounting department found records of two monthly charges of \$14.99 (for the Acrobat Pro software on the General Manager's computer) with no accompanying invoices – one in December of 2019 and another in January of 2020. Due to the management transition, Common Interest was not able to obtain copies of these invoices. These charges now need to be entered into Common

Interest's accounting system since the previous bank account was closed and cannot be reconciled.

A motion was made and seconded to approve entering two Adobe drafts of \$14.99 (one from December 2019, and the other from January 2020) in Common Interest's accounting system. **The motion carried unanimously.**

#### NEW BUSINESS / ACTION & DISCUSSION ITEMS

##### **Item: Coronavirus / COVID-19 Discussion**

A motion was made and seconded to ratify the emergency decisions recently made in response to the COVID-19 outbreak and the shelter-in-place orders from the County Health Office and the State:

- Close the clubhouse and keep employees "on-call" during their normally scheduled time
- Close the main pool and Business Office
- Close both playgrounds

**The motion carried unanimously.** The Board directed management to install a more detailed sign at the playgrounds, including language that they are not being actively sanitized.

The Board discussed possibly closing the tennis courts and basketball courts, but no action was taken at this time and these facilities will remain open until further notice. The Board directed management to create larger signs to be posted at both areas, reminding all residents to practice social distancing and to avoid all team activities.

A motion was made and seconded to delegate approval authority for closing any common area facility for the duration of the COVID-19 outbreak/pandemic to Director Kindorf. **The motion carried unanimously.**

A motion was made and seconded to officially cancel the 2020 Spring Festival, scheduled for early April. **The motion carried unanimously.**

A motion was made and seconded to delegate approval authority for reopening any common area facility, should it be deemed urgent and/or necessary for reasons of timing, for the duration of the COVID-19 outbreak/pandemic to Directors Kindorf and Cannon. **The motion carried unanimously.**

##### **Item: Memorial Bench Request**

The Board reviewed a Memorial and Commemorative Request from the owner of 4403 Winterberry Ct in memory of the recent passing of a long-time resident. This owner's request included a bench to be installed along the greenbelt near Winterberry Court, along with a commemorative plaque.

A motion was made and seconded to approve this request, provided the owner cover the full cost and acknowledge that once installed, the bench and plaque will become Association property. **The motion carried unanimously.**

The Board directed management to begin the process of obtaining quotes for the installation of this bench, to be reviewed at a future meeting.

##### **Item: Late Fee Waiver Request**

A motion was made and seconded to approve waiving a late fee in the amount of \$10.00 for the owner of 4417 Water Oak Court. **The motion carried unanimously.**

##### **Item: Rental Request**

A motion was made and seconded to approve the rental request from the owner of 4499 Sweet Shrub Ct. **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 7:55pm.

EXECUTIVE SESSION SUMMARY

Per Civil Code § 4935(e), any matter which was discussed in Executive Session must be generally noted in the minutes of the immediately following open Board meeting.

The Board of Directors met in Executive Session on March 26<sup>th</sup>, 2020 prior to the Open Session Board Meeting and took the following action:

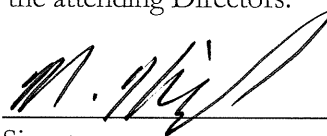
- Approved waiving outstanding violation fines for two homeowners
- Approved a proposal to repair the damaged deadbolts at the main pool gates
- Approved a proposal to begin working with a bee removal specialist to remove what might be a potential bee hive at the Clubhouse (near the roof)
- Ratified the decision to upgrade the Business Office phone system
- Approved a proposal for disking/rototill of the open space from Rising Dawn to Striped Maple Ct along N. Larwin Ave to be completed the day after Mother's Day
- Discussed Clubhouse employee schedules and payroll for the months of March and April

BOARD CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners Association Board of Directors meeting as approved by the attending Directors.

MILK KENDORF

Director's Name



Signature

BOARD PRESIDENT

Office / Position

26 MAY 2020

Date