

COWELL HOMEOWNERS ASSOCIATION

Open Session Board of Directors Meeting • Thursday, May 28th, 2020

BOARD MEETING MINUTES

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

CALL TO ORDER

The meeting was called to order at 7:03pm. It was determined that a quorum was present.

HOMEOWNER'S OPEN FORUM

The Homeowner's Open Forum was held for those in attendance.

APPROVAL OF MINUTES

A motion was made and seconded to approve the minutes from the April 23rd, 2020 Board of Directors meeting. **The motion carried unanimously.**

COMMITTEE REPORTS

Committee Chairman Dixon provided the Board with an update from the May Architectural Committee meeting. Several architectural applications were reviewed, and the Committee discussed violation enforcement consistency, the current update to the Association's maintenance standards and architectural guidelines, and the inspection process, to better get an understanding of what each inspector is looking for or noting during their individual inspections.

The General Manager provided the Board with an update regarding ongoing maintenance and property updates for the month of May, including continued gopher issues throughout the common areas, the status of the current rental form/key deposit project, and an update regarding the recent replacement of the broken tennis court light buzzers.

TREASURER'S REPORT & FINANCIAL REVIEW

Item: Treasurer's Report

Director Baluta provided the Treasurer's Report to the Board.

Item: Delinquent Accounts/Record Lien Approval

The Board reviewed all 90+ day delinquent accounts in the Board Packet provided by management. A motion was made and seconded to approve sending all applicable 90+ day delinquent accounts provided by management to collections in accordance with the Association's delinquency policy. **The motion carried unanimously.**

Item: Financials as of April 30th, 2020

The Board received and reviewed the Association's financials dated April 30th, 2020.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: 2020 Board Election – Candidate Statements

The Board discussed options for the 2020 Board election candidate statements that will be included with the ballots. A motion was made and seconded to permit a one-page, single-sided, black and white, 8.5x11

in candidate statement for the 2020 Board of Directors election. **The motion carried unanimously.**

Item: 2020 Board Election – Inspector of Election

The Board reviewed a proposal from Hughes Gill Cochrane Tinetti for Inspector of Election services. The Board directed management to attempt to obtain additional proposals for review at its upcoming June Board meeting.

Item: Irrigation Repair Procedure

The Board discussed a procedure regarding how to handle time-sensitive irrigation repair proposals between Board meetings.

A motion was made and seconded to delegate a \$3,000 approval authority for necessary or essential irrigation repairs to Director Cannon. **The motion carried unanimously.**

Item: Ratify May Irrigation Repair Proposal

A motion was made and seconded to ratify a proposal from Landscape Care Co for May irrigation repairs in the amount of \$2,943.00. **The motion carried unanimously.**

Item: Main Pool Remodel/Repairs Project

The Board provided those in attendance with an update regarding the main pool remodel/repairs project. It was noted that due to limited action being taken in 2019 as well as the current COVID restrictions, it is most likely that any work related to this project will not be able to begin until 2021 at the earliest. It was also noted that much work still needs to be done before any physical construction may begin. At the recommendation of the Construction Management firm previously hired to assist with this project, the Board discussed two major decisions that need to be made before moving forward: 1) a subsurface geotechnical inspection, and 2) the optimal site plan of the main pool.

The Board reviewed two proposals for a subsurface geotechnical inspection as provided by the Construction Management firm. A motion was made and seconded to approve a proposal from Alan Krupp & Associates for a subsurface geotechnical inspection of the main pool in the amount of \$9,500. **The motion carried unanimously.**

The Board reviewed two proposed site plans provided by the Construction Management firm for approval/direction: one that remained relatively consistent to the existing main pool layout, and another that moved the wading pool away from the gym entry, over near the lifeguard shack/clubhouse deck area.

A motion was made and seconded to approve using the existing site plan of the main pool moving forward, and to endeavor to keep the overall layout of the main pool as close to the existing layout as is feasible when the scope of work is created and proposals obtained by the Construction Management firm. **The motion carried unanimously.**

Item: 2020-2021 Reserve Projects

Given the current conditions created by COVID-19 and the shelter-in-place orders, the Board reviewed projects scheduled for 2020 and 2021 per the most recent Reserve Study. Management let the Board know that it was currently in the process of obtaining bids for resurfacing tennis courts 1-4, which would likely be discussed in late summer/fall.

The Board directed management to obtain proposals to replace the windscreens for tennis courts 1-4, to be reviewed at a future meeting.

A motion was made and seconded to delegate authority to create a scope of work and obtain bids for replacing common area carpets (Clubhouse, Preschool, and Business Office buildings) as needed to Director Baluta. **The motion carried unanimously.**

Once bids are obtained, they will be presented to the Board for review and approval.

Item: Lot Rental Policy

The Board discussed the Association’s current Lot Rental Policy, specifically the required \$300 deposit for tenants who wish to obtain fobs and keys to the common area facilities. The Board directed management to look into the possibility of installing a fob reader at the dog park entrance, so that the dog park keys may be replaced by the same fobs used at the pools and tennis courts. The Board also directed management to provide a draft updated Lot Rental Policy at the next meeting which removes the requirement of a deposit for tenants who wish to obtain fobs, and to reduce the deposit cost for those tenants who require a dog park key.

STANDING ITEMS

Item: Rental Requests

No action taken at this time.

Item: Association Committees

No action taken at this time.

Item: Late Fee Waiver Requests

A motion was made and seconded to waive the outstanding late fees and collection fees in the amount of \$49.10 for the owner of 4492 Wildberry Ct. **The motion carried unanimously.**

The Board reviewed a late fee waiver request from the owner of 4394 N. Marsh Elder Ct. The discussion was tabled, and the Board directed management to place this request back on the agenda once all outstanding assessments have been paid.

MOTION TO ADJOURN

There being no further business and no objections, a motion was unanimously carried to adjourn the meeting at 9:01pm.

EXECUTIVE SESSION SUMMARY

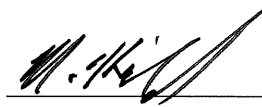
Per Civil Code § 4935(e), any matter which was discussed in Executive Session must be generally noted in the minutes of the immediately following open Board meeting.

The Board of Directors met in Executive Session on May 28th, 2020 prior to the open meeting and discussed the current contract with Walnut Country Preschool given that it was required to close because of the shelter-in-place orders, a collections repayment plan request, a tree trimming proposal for trees along Ygnacio Valley Rd, a proposal to replace the currently non-functioning heater at the west pool, and a proposal to prepare the 2021 reserve study update.

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.

MIKE KINDORF
Director’s Name


Signature

BOARD PRESIDENT
Office / Position

25 JUN 2020
Date