

COWELL HOMEOWNERS ASSOCIATION

Open Session Board of Directors Meeting • Thursday, August 27th, 2020

BOARD MEETING MINUTES

Board Members Present	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
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 July 23rd, 2020 Board of Directors meeting. **The motion carried unanimously.**

COMMITTEE REPORTS

Committee Chairman Dixon provided the Board with an update from the August Architectural Committee meeting.

The General Manager provided the Board with an update regarding ongoing maintenance and property updates for the month of August, including an update for expanded pool hours, an assessment of the Heritage Oak Tree at the end of Adelia Ct, an irrigation leak near the tennis courts as well as another on the South Slope across from the Business Office, and the new pool maintenance vendor.

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

A motion was made and seconded to approve sending the following delinquent accounts to collections for non-payment of assessments should no response be received within two weeks following the mailing of a certified notice to the owner:

- Account #066301

The motion carried unanimously.

Item: Financials as of July 31st, 2020

The Board received and reviewed the Association's financials dated July 31st, 2020.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: 2020 Pool Schedule

The Board discussed the possibility of keeping the pools open beyond the historical Labor Day closing date for the 2020 swim season. After consideration of the consistently warm weather recently, and the impact of the shelter orders as a response to COVID-19 on the community as a whole, a motion was made and seconded to keep all three pools open through September 27th, closing on Monday the 28th (pending additional discussions or decisions at the September 24th meeting). **The motion carried.** Director Beckon abstained as his son currently works as a Pool Monitor for the Association.

The Board will discuss this item again at the September 24th meeting, and may at that time may consider extending the pool schedule into October.

Item: Main Pool Remodel/Repairs Project Discussion

The Board discussed the ongoing Main Pool remodel/repairs project and provided all in attendance with an update. The geotechnical investigation has been completed and the report received and reviewed by the Board. The report indicated no major issues/obstacles or concerns.

The Board also discussed a recommendation by Aquatic Technology (the design/engineering firm hired to assist the Board with creating a site plan/design for this project) to shallow the deep end of the main pool to about 6' or 6 1/2', to ease the installation of a new main drain line and reduce energy and chemical expenses. The Board is still gathering more information regarding this option, and would prefer a more detailed cost-savings analysis.

Item: e-Signal Alternatives / Discussion

The Board discussed the current setup for the e-Signal email newsletter (which uses a newsletter system called Constant Contact), and reviewed an alternative option available through Smartwebs, the software currently used by the Architectural Committee for violation letters and architectural applications. One issue with Constant Contact is that the database is separate from the Association's accounting/owner database, so it does not sync or communicate in any way with the Association's owner contact information. Smartwebs, on the other hand, syncs daily with the Association's accounting database, so all information would then be consolidated and stored in one place. However, Constant Contact allows any individual to sign-up for the e-Signal, including tenants, while Smartwebs may not support the ability for tenants to receive the e-Signal.

The Board reviewed this information and directed management to look into the possibility of storing tenant information in the Association's database and syncing it with Smartwebs. If this is feasible, the Board would like to revisit this topic at a future meeting.

Item: CIMS Electronic Delivery

The Board reviewed a proposal from Common Interest Management Services for their Electronic Delivery program, which would permit Association notices to be emailed to owners who have opted-in, rather than mailing and paying for postage/supplies. This item was tabled as the Board would prefer to first focus on the e-Signal program, and was worried that working on these two projects concurrently might cause some confusion to residents.

STANDING ITEMS

Item: Rental Requests

A motion was made and seconded to approve three rental requests:

- 4398 Arrowwood Circle
- 4407 Canoe Birch Court
- 4499 Pitch Pine Court

The motion carried unanimously.

Item: Association Committees

The Board reviewed two architectural applications for roof replacements that were forwarded by the Architectural Committee for Board feedback and endorsement. The Architectural Committee did not want to approve new roofing material without first obtaining feedback from the Board.

The Board requested more time to consider these applications and directed management to include it on the agenda for their upcoming September 3rd Board Meeting.

Item: Late Fee Waiver Requests

No action was taken for this item.

Item: Good of the Order / Director's Comments

The Good of the Order / Director's Comments portion of the meeting was held for those in attendance.

MOTION TO ADJOURN

There being no further business and no objections, a motion was unanimously carried to adjourn the meeting at 8:51pm.

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 August 27th, 2020 and approved several landscape enhancement proposals and two irrigation upgrades, discussed the 2021 management contract with Common Interest, and took action regarding a violation that has not yet been corrected following a disciplinary hearing.

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.

M. KINDORT
Director's Name

M. [Signature]
Signature

BOARD PRESIDENT
Office / Position

14 OCT 2020
Date