

COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, March 25th, 2021

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
	George Fulmore	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 February 25th, 2021 Board of Directors meeting with one minor correction to a missing abstention vote in the Financial Review portion of the meeting. **The motion carried unanimously.**

A motion was made and seconded to approve the minutes from the March 8th, 2021 Board of Directors meeting. **The motion carried.** Director Baluta abstained as he was not present for this meeting.

COMMITTEE REPORTS

Committee Chairman Dixon provided the Board with an update from the March Architectural Committee meeting, and the Board was given the General Manager's report detailing ongoing projects and any noteworthy property updates.

TREASURER'S REPORT & FINANCIAL REVIEW

Item: Treasurer's Report

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

Item: Outstanding 2020 Reserve Transfers

The Board reviewed two outstanding reserve transfers from October and December 2020 which had not been funded due to operating cash flow concerns. A motion was made and seconded to endeavor to fund these outstanding 2020 reserve transfer once the pending insurance settlement funds are received from the 2019 lawsuit. **The motion carried unanimously.** The Board is optimistic that these insurance funds will be received sometime during the 2021 fiscal year.

Item: Delinquent Accounts/Record Lien Approval

A motion was made and seconded to approve recording a Notice of Delinquent Assessments (Lien) for the following owner:

- APN #133-241-002-4 / File Number 20-11882

The motion carried unanimously.

Item: Financials as of February 28th, 2021

The Board received and reviewed the Association's financials dated February 28th, 2021.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: 2021 North Slope Disking Bid

A motion was made and seconded to approve estimate #811 from TraxTrax, Inc. to disk the North Slope in the amount of \$4,325.00. **The motion carried unanimously.** This work will be scheduled for Monday, May 10th, 2021, the day after Mother's Day (when this disking historically takes place).

Item: Clubhouse Usage Request – Tai Chi Video

The Board reviewed a request from Bob Brindley, a Tai Chi instructor who has historically used the clubhouse for weekly Tai Chi classes, to use the Clubhouse to film a short Tai Chi instructional video that would be distributed free of charge to any interested parties. A motion was made and seconded to approve this request, provided that Mr. Brindley obtain event insurance with \$1,000,000 in coverage, naming the Association as additional insured (identical to what a homeowner is required to provide to the Association when renting the Clubhouse). **The motion carried.** Director D'Lima opposed.

Item: Gopher Maintenance Program

A motion was made and seconded to approve a month-to-month gopher, mole, and vole control program for the Association's common areas from Gingrich Horticulture Service in the amount of \$750.00 per month. **The motion carried unanimously.**

Item: Common Area Tree Inventory

The Board reviewed multiple proposals from Arborwell with options for performing in-depth digital and physical tree inventories. After a consideration of all options available, a motion was made and seconded to approve estimate #E134263 from Arborwell in the amount of \$6,510.00, which includes a detailed digital and physical inventory of all greenbelt and dog park trees. **The motion carried unanimously.**

Item: Common Area Tree Inspections

A motion was made and seconded to approve estimate #E135710 from Arborwell in the amount of \$1,000.00 to perform an ISA-certified TRAQ tree risk inspection of up to 10 mature eucalyptus trees at the end of Leatherwood Court. **The motion carried.** Director Fulmore opposed.

Item: East Pool Heater Replacement

Towards the end of last year's pool season, the Board was informed by the Association's pool maintenance vendor that the East Pool heater was at risk to fail at any point in the near future, and it could not be guaranteed that the heater would survive through the 2021 pool season. The Board was also recently informed that replacement heaters are becoming difficult to procure, and were the current heater to fail this summer, it could potentially take weeks or months for a replacement to arrive. After a careful consideration of this information, a motion was made and seconded to purchase a replacement heater from Sun Pointe Services and to approve estimate #2120 in the amount of \$8,064.66, which excludes installation and venting costs. **The motion carried unanimously.**

The new heater will be stored away until the current East Pool heater fails, at which point the Association will pay the installation and venting costs originally included in estimate #2120.

Item: 2021 Board Election – Candidate Statements

A motion was made and seconded to permit Board election candidates to provide a one-page, single-sided, black and white, 8.5x11 inch candidate statement which will be included with the ballots for the 2021 Board of Directors election. **The motion carried unanimously.**

This motion follows an identical motion made in May of 2020 for the 2020 Board of Directors election.

Item: Clubhouse/Business Office Carpet Replacement Project

The Board reviewed multiple options and bids for replacing the Clubhouse and Business Office carpets. This project is made up of three separate parts: 1) carpet replacement, 2) moving service to remove furniture and items from the facilities, and 3) pool table disassembly/moving. After discussion, a motion was made and seconded to delegate an \$18,000.00 spending authority to select a carpet vendor and material to Director Baluta, approve the proposal from Waters Moving & Storage in the amount of \$5,530.00, and approve a Not to Exceed (NTE) of \$1,000.00 for pool table moving services related to this project. **The motion carried unanimously.**

STANDING ITEMS

Item: Rental Requests

A motion was made and seconded to approve the following rental request:

- 4477 Pitch Pine Ct

The motion carried unanimously.

Item: Association Committees

No action was taken at this time.

Item: Late Fee Waiver Requests

No action was taken at this time.

Item: 2021 Reserve Projects Discussion

The Board reviewed proposed, pending, and ongoing reserve projects for 2021, and updates were provided on their respective statuses. The Board requested that this report be broken out first by status, then location.

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 9:11pm.

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 25th, 2021 and discussed a report received of a potential aggressive dog at the dog park. After careful consideration, the board determined that this particular instance did not result in a violation of the Association's governing documents. The Board also discussed legal and litigious concerns related to common area notice and posting requirements.

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. Kinoshita

Director's Name

M. Kinoshita

Signature

BOARD PRESIDENT

Office / Position

29 APR 2021

Date