

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, March 24<sup>th</sup>, 2022

## BOARD MEETING MINUTES

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<b>Board Members Present</b>	Mike Kindorf	President
	Edward Baluta	Treasurer
	Brian Beckon	Secretary
	Rebecca D'Lima	Director at Large
	Ken Dixon	Director at Large
	Jason Moore	Director at Large

**Others in Attendance** Bill Mazza of Common Interest Management Services

**Meeting Location** Teleconference

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### CALL TO ORDER

The meeting was called to order at 7:01pm. 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 24<sup>th</sup>, 2022 Board of Directors meeting. **The motion carried.** Directors Beckon and Moore abstained as they were not present for this February meeting.

### COMMITTEE REPORTS

Committee Chair Dixon provided the Board with an update from the most recent Architectural Committee meeting, and Director D'Lima provided an update regarding the succulent garden project the Landscape Committee was working on. The Board was also given the General Manager's report detailing ongoing projects and any noteworthy property updates.

### TREASURER'S REPORT & FINANCIAL REVIEW

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

The Treasurer's Report was provided to the Board.

#### **Item: Financials as of February 28<sup>th</sup>, 2022**

The Board received and reviewed the Association's financials dated February 28<sup>th</sup>, 2022.

### NEW BUSINESS / ACTION & DISCUSSION ITEMS

#### **Item: 2022 Annual Meeting & Election Dates**

Due to the recent changes in state law affecting HOA election timelines, the Board reviewed a proposed election calendar from management for the 2022 Board of Director elections. These dates will ensure that the Association's 2022 Board elections are fully compliant with all new state requirements.

A motion was made and seconded to approve the following dates for the 2022 Board of Directors Election:

- **Annual Meeting Date:** October 27<sup>th</sup>, 2022
- **Acclamation Approval Meeting:** July 28<sup>th</sup>, 2022
- **Nomination Deadline:** July 23<sup>rd</sup>, 2022

**The motion carried unanimously.**

### **Item: 2023 Reserve Study Proposal**

A motion was made and seconded to approve the proposal from Reserve Analysis Consulting, LLC to perform the 2023 reserve study in the amount of \$1,350.00. **The motion carried unanimously.**

### **Item: Central Greenbelt Walkway Repairs**

The Board discussed the scope of work for repairs and replacement to the concrete walkways within the central greenbelt area, from Corkwood Ct to Marsh Elder Ct. Overall, the Board confirmed it was in favor of this scope of work, with several minor adjustments:

- Remove installation of concrete walkways at the upper tennis courts facing Oakbrook Ct
- See if concrete walkway maintenance can be broken down as a list, separated by type/hazard
- Include pictures and markings on the concrete to be repaired/replaced in the scope

The Board directed management to move forward with this scope following the adjustments above and put it out to bid.

### **Item: Playground Benches**

This item was tabled. The Board directed management to include a discussion regarding shade at the main playground on the next meeting's agenda. The Board would like management to reach out to the vendor who installed the shade sails at the main playground for their feedback on potentially adding more shade for the bench areas.

### **Item: South Slope Well Discussion**

A motion was made and seconded to approve the proposal from PumpMan NorCal to pull the 3" perforated sleeve from the south slope well and perform a video inspection in the amount of \$3,800.00. **The motion carried unanimously.**

A similar video inspection of this well was approved by the Board last year, but upon arrival, the vendor believed the well had been re-lined or re-cased to 3" (too small to fit a camera in), so the inspection was canceled. Management later discovered documentation from a previous vendor confirming that the well casing was still 5", but that a (likely temporary and removable) 3" perforated sleeve had been installed to help keep debris out of the pump. If this sleeve can be removed, the video inspection will still be possible.

### **Item: Central Water Tank Outflow Meter**

This item was tabled.

### **Item: Appoint Inspector of Elections**

A motion was made and seconded to appoint Hughes Gill Cochrane Tinetti, P.C. to serve as Inspector of Elections for the 2022 Board of Directors election. **The motion carried unanimously.**

### **Item: Memorial & Commemorative Item Policy Discussion**

Because the Board may be replacing one or more common area benches in the coming months, a motion was made and seconded to place a six-month moratorium on the installation of any new memorial or commemorative items on the common area benches. **The motion carried unanimously.**

The Board directed management to include an article in the upcoming *Signal* newsletter asking for feedback and suggestions regarding this policy and potential locations for memorial and commemorative items.

### **Item: Gym Discussion**

Now that the clubhouse is being prepared to reopen in the early summer, the Board discussed the clubhouse gym and its components and condition. The Board directed management to look for historical data regarding gym usage and suggestions for upgrades/features.

**Item: HOA Badges Discussion**

Because the clubhouse has been closed since early 2020, HOA badges have not been produced or enforced. The Board confirmed that it would like to resume badge production and enforcement once the clubhouse has been opened, and to look into potential efficiency upgrades that may be available down the road, such as a digital badge system.

STANDING ITEMS

**Item: Rental Requests**

No action taken.

**Item: Association Committees**

No action taken.

**Item: Late Fee Waiver Requests**

No action taken.

**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 9:18pm.

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 24<sup>th</sup>, 2022 and discussed personnel issues, including clubhouse staffing schedules and salaries, and a homeowner disciplinary issue.

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. KINDORF

Director's Name

M. Kindorf

Signature

BOARD PRESIDENT

Office / Position

02 MAY 2022

Date