

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday, April 27, 2017  
4498 Lawson Court, Concord, CA

**MINUTES**

**Present:** M. Weinmann; M. Buchanan; B. Collins; D. Glover; R. Ellenson; T Peterson; T. Wright arrived 6:52 PM

**Also Present:** P. Magee and A. Steinberg, Collins Management

**EXECUTIVE SESSION** at 6:43 PM. In this Executive Session, the Board approved the list of Fines for continued violations and approved the reversal of late fees for an account.

**1. CALL TO ORDER - ROLL CALL/ADOPT AGENDA**

- It was moved and seconded (T. Peterson/B. Collins) to adopt the published agenda and call the meeting to order at 7:05 PM. Motion carried.

**2. HOMEOWNERS OPEN FORUM**

There was one Homeowner in attendance.

**3. ALLIED TRUSTEE SERVICES**

Andrea Wilson from Allied Trustee Services gave a presentation to the Board on Collection procedures.

**4. APPROVAL OF MINUTES**

- It was moved and seconded (D. Glover/T. Peterson) to approve the March 23, 2017 Board Meeting Minutes and the March 23, 2017 Executive Session Minutes. Motion carried. R. Ellenson abstained.

**5. RECREATION REPORTS**

- **Tennis and Clubhouse Reports**

- **Tennis Coach Thor Schreck** reported that the Winter season is over and the Spring season is down to 2 teams.
- **Clubhouse Report.** The Board reviewed the Clubhouse report as prepared by Clubhouse Supervisor Andy Steinberg. Mr. Steinberg announced that the youth soccer league was cancelled due to too few participants.
- **Clubhouse Use Request.** The Board reviewed a request from a Homeowner to rent the clubhouse for a 2 hour presentation. The Board discussed the historical use of the Clubhouse for such short periods and instructed Management to draft a policy for the Board to review.
  - It was moved and seconded (T. Peterson/R.Ellenson) to approve the request by a Homeowner to rent the Clubhouse for a 2 hour presentation. Motion did not carry.

**6. COMMITTEE REPORTS**

- **Architectural.**

- The Board reviewed the March 16, 2017 Minutes.
- **Smartwebs Proposal.** The Board reviewed the proposal from Smartwebs for Architectural Committee inspection software to assist in inspections and letters. The Board tabled a decision and asked for clarification on how the company protects Homeowner data. Chairman M. Buchanan asked the Directors to send him additional questions.
- **Roofing Material Approval Request.** The Board reviewed a request from a Homeowner to install GAF Glenwood shingle on his house. The Board noted that the shingles have a different look than the approved shingles.
  - It was moved and seconded (T. Wright/B. Collins) to approve GAF Glenwood shingles as a third brand of approved asphalt shingles. Motion did not carry.
  - It was moved and seconded (T. Peterson/M. Buchanan) to add Country Grey and Platinum to the approved list of Certaineed Presidential TL shingles. Motion carried.

- **Landscape.**

- The Board reviewed the Committee packet and Minutes of March 7, 2017 and March 14, 2017.
- The Board reviewed the proposal from Landscape Care for plantings at the East entrance.
  - It was moved and seconded (T. Peterson/T. Wright) to approve the proposal by Landscape Care for plantings at the East entrance for \$3,424.15. Motion carried.
- The Board reviewed the proposals from Martell Water Systems for maintenance to the wells. Chairman T. Peterson explained the need for each item.
  - It was moved and seconded (T. Peterson/T. Wright) to approve the proposal from Martell Water Systems for maintenance on the South Slope well for \$2,050.31, to the Central well for \$2,270.63 and for a new butterfly valve on the South Slope well for \$836.63, for a total of \$5,157.57, subject to a budget deficiency of \$752.57. Motion carried.
  - It was moved and seconded (T. Peterson/B.Collins) to approve a new water gauge and cage for the Central well tank for \$5,491.76. Motion carried.
- **Communications.**
  - The Board reviewed the Communications Committee report as prepared by R. Ellenson.
- **Facilities.**
  - The Board reviewed the Facilities Committee report as prepared by T. Wright.
  - **Between Meetings Repair Approval Process.** The Board reviewed the recent replacement of the baby pool pump that died and needed to be replaced before the next Board meeting. The cost was \$2,200 and the Manager had it replaced with the approval of the President and Vice-President. The Board discussed the necessity of instituting a policy whereby the Manager could have unforeseen needed repairs made without waiting for a Board meeting.
    - It was moved and seconded (T. Peterson/D. Glover) to authorize the General Manager to spend up to \$5,000 for emergencies or anything else impacting the community that cannot wait until the next Board meeting. Amounts between \$5,000 and \$10,000 would need to be approved by the President or Vice President. Any amount over \$10,000 would need approval in a regular or emergency Board meeting. All such expenditures shall be brought to the Board for ratification at the next regular Board meeting. This resolution expires when the Board membership changes. Motion carried.
- **Rules.**
  - No Report
- **Safety and Security.**
  - The Board reviewed the Minutes of March 21, 2017.
  - Chairman B. Collins reported on the great success of the Spring Festival and Safety Fair. All the Safety organizations showed up and were pleased with the attendance and interest by residents. All wish to return next year.
- **Activities Committee**
  - The Board reviewed the Activities Committee report.
  - The Board discussed the request to allocate the \$200 cost of Security guards for the CHOA-sponsored events with liquor to come out of general CHOA funds and not the Activities Committee events' budgets. The security charge will remain where it is.
- **Scout Liaison**
  - Nothing to report.

## 7. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the March, 2017 Financials.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approval.** There were no new liens to approve.
- **Collectability Profile Approval.** There were no new Collectability Profiles to approve.
- **Small Claims Approvals.** There were no new Small Claims to approve.

## 8. NEW BUSINESS

- **Firehouse Dumpster.** The Manger informed the Board that he will order a dumpster to be delivered to the Firehouse for a few days for junk from the Firehouse. The Manager and Homeowner Rod Glover will identify what to keep and what to toss and the boy scouts will do the removals.

- **Rototill Hill Proposal.** The Board reviewed the proposal from Trax Trax to rototill the North slope hill for the same amount as last year. The Manager got bids for two other companies that were both higher.
  - It was moved and seconded (M Weinmann/T. Peterson) to approve the proposal from Trax Trax to rototill the North Slope hill for \$3,850. Motion carried.
- **Security Camera Proposals.** The Board reviewed the proposals from three companies to replace and enhance the video camera system around the Clubhouse and pools and tabled a decision pending additional information.

**9. GOOD OF THE ORDER**

- **Directors' Comments**
  - R. Ellenson. None
  - M. Buchanan. None
  - T. Wright. None
  - B. Collins. None
  - D. Glover. Acknowledged R. Ellenson for the playground sand toys box. Mentioned the new law on harassments in HOAs. Does Collins have guidelines?
  - T. Peterson. None
- **President's Report.** President M. Weinmann - Is the Activities Committee Ad Hoc? No, it has a charter. The Board needs to start thinking about succession - new candidates. As a new member of the City's Planning Commission, has gotten two city council members to commit to attend the August Town Hall.

**10. INFORMATIONAL/ANNOUNCEMENTS**

- Task List, Map, Calendar, New Tenants Forms.
- Playground Inspection Reports. The Board reviewed the Playground inspection reports as produced by Complete Playground Maintenance and instructed the Manager to work with the Association's maintenance man to do the needed repairs to the equipment.

- 11. MOTION TO ADJOURN.** It was moved and seconded (B. Collins/T. Wright) to adjourn to Executive Session at 9:48 pm. Motion carried. In this Executive Session, the Board voted to on two requests to reverse Fines.

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**BOARD CERTIFICATION**

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I, Donna Glover Secretary  
 Director's Name Office Held

of the Cowell Homeowners' Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners' Association Board of Directors Meeting held on April 27, 2017 as approved by the attending directors.

Donna Glover  
 Signature

6/2/17  
 Date