

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
**February 26, 2015**

**MINUTES**

**Present:** M. Weinmann; S. Cardoza; T. Wright; T. Peterson; M. Buchanan; R. Peterson; D. Glover

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

1. **EXECUTIVE SESSION** at 6:45 PM. In this Executive Session, the Board reviewed a request from a Homeowner to reverse an Architectural Committee decision.

2. **CALL TO ORDER** at 7:00 pm, following Executive Session.

3. **OPEN FORUM/GUESTS:** Five homeowners were in attendance.

Two homeowners on Marsh Elder Court spoke about the USTA team usage of the tennis courts. Tennis Coach Thor Schreck reported further on this issue in his presentation later in the meeting.

4. **APPROVAL OF MINUTES**

- It was moved and seconded (D. Glover, R. Peterson) to accept the Regular Meeting Minutes of January 22, 2015, with corrections. Motion carried.
- It was moved and seconded (D. Glover/T. Wright) to accept the Executive Session Minutes of January 22, 2015 as presented. Motion carried.
- It was moved and seconded (T. Peterson/D. Glover) to accept the Executive Session Minutes of February 20, 2015, with changes. Motion carried.

5. **CLUBHOUSE REPORT**

Clubhouse Manager Andy Steinberg reported on the upcoming events being held at the Clubhouse: the Vendor Expo fair, soccer league, Spring egg hunt and St Patrick's day party. He reported that the total number of attendees at the Super Bowl party was 64. He mentioned that he got a second bid to install folding doors between the game room and the rest of the building and that the Fire Inspector had been by and gave her blessings to do the install. The bids will be on the March agenda.

6. **TREASURER'S REPORT**

- **Treasurer's Report.** Treasurer T.Wright reported on the Financials as produced by Collins Management and that he is working with Collins to clear up some questions.
- **Reserve Expenditures.** The report of 2015 Reserve Expenditures has not yet been produced.
- **Audit Representation Letter.** The Board reviewed the Representation Letter from the Association's auditor, Levy, Erlanger & Company, CPAs. Treasurer T. Wright signed the letter.
- **Draft 2014 Audit.** It was moved and seconded (T. Wright/R. Peterson) to approve the draft 2014 audit as prepared by the Association's auditor, Levy, Erlanger & Company, CPAs. Motion carried. (T. Peterson abstained.)
- **Delinquency Report.** The Board discussed the delinquency report and noted that 32 accounts owed amounts for longer than 90 days. Manager P. Magee will produce a report of the first 7 accounts with the highest balances, separating out assessments from fines and late charges. He will then investigate what actions have been taken in the past and offer recommendations for going forward, which may include sending the accounts to Collections and placing Liens on the properties.

7. **BUSINESS**

- **Tennis Teams Fees and Resident Participation Levels.** Tennis Pro Thor Shreck reported on his meetings with the Cowell USTA team captains regarding resident participation levels on the teams and charging for non-members. It was moved and seconded (T. Peterson/D. Glover) to approve the recommendation of T. Shreck to charge non-residents a fee of \$40 per season and to move toward a resident participation level of at least 25% per team. Motion carried. (M. Buchanan opposed. S Cardoza, T. Wright and R. Peterson abstained.)
- **Tennis Courts and Basketball Court Re-surfacing Proposals.** It was moved and seconded (T. Wright/D. Glover) to approve the proposals from Tennis Court Specialists to repair the cracks and resurface the four lower tennis courts for \$20,000 and to re-surface the basketball court for \$4,700. Motion carried. (S. Cardoza abstained.)
- **Tennis Court Light Post Replacement Proposals.** Tabled. The Board reviewed the report from Current Electric, showing that five of the remaining eleven light poles are in need of replacement and instructed Management to solicit proposals to redesign the tennis court lighting system, to be installed in the Fall of 2015.
- **Greenbelt Light Post Replacement.** It was moved and seconded (D. Glover/T. Wright) to approve the proposal from Current Electric to replace the light pole on the greenbelt that had been flattened by the tree that fell, for \$4,140. Motion carried. (T. Peterson opposed.)
- **Clubhouse Lighting Proposal.** It was moved and seconded (M. Buchanan/T. Wright) to approve the proposal from Current Electric to retrofit the lighting in the Clubhouse with dimmable LEDs for \$2,154.32. Motion carried.
- **Clubhouse Door Security Proposals.** It was moved and seconded (M. Buchanan/R. Peterson) to approve the proposal from Rex Lock and Security to install metal security plates on two sets of double doors in the Clubhouse for \$1,110.02. Motion carried.
- **Clubhouse Rental Donation Request.** It was moved and seconded (S. Cardoza/D. Glover) to approve the donation of a Clubhouse Rental for up to \$300 for the Preschool silent auction. Motion carried.
- **Yoga Classes Proposal.** It was moved and seconded (D. Glover/M. Buchanan) to approve the proposal from Resident and Certified Yoga Instructor Jennifer Villena to hold Yoga classes for children, with 15% of fees charged to participants going to Cowell HOA and contingent on receipt of a certificate of insurance for liability and molestation, listing Cowell HOA as additional insured. Motion carried.
- **Lease Approvals.** There were no new rental requests to approve.
- **Lease Procedures Process.** It was moved and seconded (T. Peterson/T. Wright) to approve, on the advice of the Association's attorney, the Lease Procedures Process as developed by Management, whereby the Manager will approve all applications to rent homes, so long as the provisions of the Lease Procedures Process are met. Motion carried.
- **Key Disbursement Procedures.** Management provided the process by which keys to the Clubhouse are given out and accounted for.
- **South Slope Retaining Wall Proposal.** It was moved and seconded (M. Buchanan/D. Glover) to approve the proposal by Landscape Care to move the retaining wall behind the South Slope water tank about three feet, so that the well pump can be serviced, for \$1,960. Motion carried.
- **Polo Shirts Invoice from 2010.** It was moved and seconded (M. Buchanan/T. Wright) to pay 50% of the \$1,491.26 2010 invoice from Nikman, Inc. for their apparel that the Association has given away and return the rest. Motion carried. (T. Peterson, D. Glover opposed. M. Weinmann abstained.)
- **Insurance Proposal.** The Board reviewed the letter for the Association's insurance agent that offered three ways to cover special sporting events. There was no motion to change the way these events are currently covered.
- **Pool Cover Proposals.** It was moved and seconded (M. Weinmann/T. Peterson) to approve the proposal from Lincoln Aquatics for new covers for the main pool and tot pool for \$4,500 total, including freight and tax. Motion carried. (R. Peterson opposed)
- **West Pool Heater Proposal.** It was moved and seconded (D. Glover/T. Wright) to approve the proposal from Aqua Pools to replace the West Pool heater for \$4,325. Motion carried. (T. Peterson opposed)
- **Pool Concrete Repair.** It was moved and seconded (T. Wright/M. Buchanan) to approve the proposal from Carrasco Construction to replace the damaged concrete at the corner of the main pool for \$1,200. Motion carried.

- **Pool deck Benches Refinishing.** It was moved and seconded (T. Wright/D. Glover) to approve the proposal from Contra Costa Painting to paint the main pool wooden benches for \$950. Motion carried.
- **Freezer Room Ventilation Proposal.** It was moved and seconded (M. Buchanan/T. Peterson) to approve the proposal from LHI Construction to install vents in the door to the freezer room in back of the kitchen and in the door to the swim team equipment room for \$525. Motion carried.

## 8. COMMITTEE REPORTS

- **Architectural Committee.** S. Cardoza reported that the Committee has finalized the Architectural portion of the Rules and went over the changes that were made. The Board pointed out that, in the fencing section, a “stain” is by definition colored. The Manager will revise the Rule about fence stains to reflect this and send the revised Rules to all Board members. She said that the house exterior color chart book in the Business Office is outdated and the recommendation binder needs to be updated and asked all to send vendor recommendations to the manager for inclusion in the recommendation Binder. She mentioned that two new prospective Committee members were at the ACC meeting the night before. The Hearing list did not arrive on time for Committee members to re-inspect before the ACC meeting and so the Manager inspected every house on the list when it did arrive yesterday. The list was, however, incomplete and could not be voted on at the meeting.
- **Landscaping Committee.** T. Peterson reported on the February 4 Landscape Committee meeting and provided a packet that included the Minutes of that meeting. He noted that several Committee members asked if we could install gates at the East and West entrances to the greenbelt. The Manager will check with the fire inspector on the legality of gating those entrances. There was a discussion about what to do long-term about the South Slope well and the fact that a new well may need to be dug. Groomed pet hair appears from time to time on the greenbelt. A Signal article will ask folks to treat such pet hair in the same manner as pet poop.

It was moved and seconded (T. Wright/S. Cardoza) to approve the proposal from Landscape Care to plant 5 (15 gal) trees and install 3 plastic coated benches in the dog park for \$4,178. Motion carried.

- **Swim Team Liaison.** D. Glover mentioned that the pool chairs were old and in need of replacement. The Manager will count all of the chairs in all three pools and research alternatives.

## 9. PRESIDENT’S REPORT & DIRECTOR COMMENTS

- **Director Comments.**  
T. Peterson - no comments; D. Glover - no comments; M. Buchanan asked if all the Board members received mailings from ECHO (Executive Council of Homeowners) . Not all do and the Manager will have ECHO make the changes; T. Wright - no comments; S. Cardoza asked about contracts in the Board Manual and would like to see the Clubhouse Procedures Manual. The Manager will find them and get back to her; R. Peterson would like to see the civil code regarding parties with alcohol and underage participants published quarterly in the Signal; M. Weinmann - no comments.
- **President’s Report.** There was no President’s Report tonight

## 10. INFORMATIONAL

- **2014 Reserve Projects Report.** T. Peterson will get with the Manager to revise the report form.

11. **ADJOURNMENT** was at 10:29 pm to Executive Session. In this Executive Session, the Board Voted on two employee matters, reviewed an employee request and discussed a contract issue.

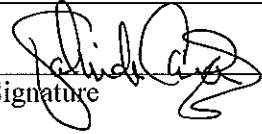
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**BOARD CERTIFICATION**

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I, Salinda Cardoza 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 \_\_\_\_\_ as approved by the attending directors.

  
Signature

3/26/15  
Date