

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, February 25, 2016
4498 Lawson Court, Concord, CA

MINUTES

Present: M. Weinmann; S. Cardoza; M. Buchanan; D. Glover; T. Wright; R. Ellenson; B. Collins

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

EXECUTIVE SESSION at 6:51 PM. In this Executive Session, the Board voted to approve a Notice of Default and voted to approve Fines for ongoing violations.

1. CALL TO ORDER at 7:08 PM.

2. HOMEOWNERS OPEN FORUM

Eight Homeowners were present. One Homeowner thanked the Board, especially R. Ellenson, for the recent survey. Another Homeowner thanked the Board for the recent Open House Town Hall meeting and asked how many residents attend the preschool and are on the USTA teams. The Board responded that the preschool pays rent to cover the cost to the Association, is a separate entity and not required to have a certain percentage of Homeowners. The tennis pro is compiling the figures for the USTA teams and should have that information for the next Board meeting.

3. APPROVAL OF MINUTES

- It was moved and seconded (B. Collins/T. Wright) to approve the January 28, 2016 Board and Executive Session Minutes, with corrections. Motion carried.

4. WCST COMMITTEE

- It was moved and seconded (D. Glover/R. Ellenson) to approve the Walnut Country Swim Team 2016 Budget for \$154,337. Motion carried.
- It was moved and seconded (D. Glover/S. Cardoza) to approve the the Fall Clinic dates as September 6, 2016 to November 10, 2016, Monday to Thursday, from 3-8pm. Motion carried. R. Ellenson opposed.
- It was moved and seconded (T. Wright/ D. Glover) to pro-rate the cost to keep the East and West pools open during September and charge that to WCST. Motion did not carry.
- It was moved and seconded (R. Ellenson/B. Collins) to charge WCST 50% of the cost to keep the East and West pools open during the month of September. Motion did not carry.
- It was moved and seconded (D. Glover/M. Buchanan) to modify the Assistant Coach contract to be a job description instead of a contract. D. Glover and the Manager will revise the document. Motion carried.
- It was moved and seconded (D. Glover/S. Cardoza) to approve the WCST mini lessons structure as presented by the WCST Committee. Motion carried.
- It was moved and seconded (M. Weinmann/M. Buchanan) to approve the annual campout for 9 and 10 year olds on the greenbelt on a date to be determined, with the provision that there be no alcohol involved. Motion carried.
- It was discussed that the pool would be open to Homeowners when the Swim Team was not using it.

5. CLUBHOUSE, TENNIS AND ACTIVITIES COMMITTEE REPORTS

- **Clubhouse Supervisor Andy Steinberg** noted that he will need clear information for his staff regarding pool open times. D. Glover will get that to his parents meeting for soccer is March 2, and 12 kids have signed up so far. Vendor Expo is set for March 19 on the basketball court, and the Wine Tasting is coming up. The foosball table is in bad shape and should be replaced. Not clear on what type of insurance certification is needed. The Manager will check with the Association's insurance agent.
- **Tennis Coach Thor Schreck** will draw up a list of residents vs non-residents on the USTA teams. Next season begins in April.
- **Signal Ads Process.** Mr. Steinberg will get a rate sheet for Signal inserts from the Signal printer.

- **Activities Committee Report**

The Board reviewed the Activities Committee report as produced by D. Glover.

6. **TREASURER'S REPORT**

- **Treasurer's Report.** The Board reviewed the January, 2016 Financials.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approvals.** No new Liens were approved.
- **Collectability Profile Approvals.** No new Collectability Profiles were approved.
- **Small Claims Approvals**
 - It was moved and seconded (M. Weinmann/R. Ellenson) to authorize Allied Trustee Services to send account #82058 to Small Claims Court to collect unpaid assessments. Motion Carried.

7. **BUSINESS**

- **Weed Whack Approval**
 - It was moved and seconded (B. Collins/S. Cardoza) to approve the proposal by Trax Trax to disc the N. Slope hillside on the day after Mother's Day for \$3,850. Motion carried.
- **Dog Park Bench Slate Approval**
 - It was moved and seconded (M. Buchanan/B. Collins) to approve the proposal from Landscape Care to install flagstone steppers in front of the bench to the right of the Dog Park entrance for @\$300. Motion carried.

10. **COMMITTEE REPORTS**

- **Architectural Committee.**
 - The Board reviewed the Architectural Committee Minutes of January 14, 2016.
 - Committee Chair S. Cardoza reported that a number of Homeowners attended the last Architectural Committee meeting who were concerned about requiring dead palm fronds to be removed from the trees. The Committee is investigating how other Communities enforce this.
- **Landscape Committee.** The Committee meeting will be Tuesday, March 1.
- **WCST Committee.** Covered above.
A decision on Swim Team fees for 2016 was tabled earlier. D. Glover, T. Wright and M. Weinmann will meet with the Director and Director-elect of the team soon to discuss CHOA/WCST integration timelines.
- **Communications Committee.**
 - The Survey results are available on the website.
 - The Board laptops have been programmed and delivered to most of the Board.
 - Website Design Contract Approval. It was moved and seconded (M. Weinmann/T. Wright) to approve the contract with NYX Design Group to produce an Association website for \$11,000. Motion carried. R. Ellenson abstained.
- **Rules Committee.** Nothing to report.
- **Facilities Committee.**
 - It was moved and seconded (M. Buchanan/S. Cardoza) to approve the addition of tile markers for three lanes and targets in the West Pool for no more than \$4,000. Motion carried. M. Weinmann opposed.
- **Safety and Security Committee Formation.**
 - It was moved and seconded (M. Weinmann/ M. Buchanan) to approve the formation of the Safety and Security Committee, with Board member Barry Collins as Chairman. Motion carried.
 - Emergency Contact Protocols. The Board instructed Management to post permanent signs near the entrance of the Clubhouse and Business Office with emergency phone numbers.

11. **PRESIDENT'S REPORT AND DIRECTOR COMMENTS**

Director Comments

- R. Ellenson - None.
- S. Cardoza - Ms. Cardoza reported that the Board binders have been completed. She asked if each Committee needed to have vice-chairs. She asked the Manager to order a Board Member Handbook form ECHO for new Director B. Collins.

- B. Collins - Mr. Collins has been reviewing Smokestack Boutique information and history and will meet soon with representatives from that Committee.
- T. Wright - None
- D. Glover - Ms. Glover would like to have a grand opening BBQ at the West Pool when construction is finished. She asked about the January 31 Security incident at the Clubhouse. The Security company supervisor has been informed and the officer involved has been reprimanded for his inappropriate behavior. She asked the Manager to follow up soon with the Boy Scouts about their request for sponsorship and the use of the Clubhouse for meetings. She said that the Board seminar that she attended with 2 other Board members was valuable.
- M. Buchanan - Mr. Buchanan thanked Rich Ellenson for his great work with the survey. He is still concerned about Swim Team financial controls being adequate - where is the money and who has control.

President's Report

- Town Hall Review. President M. Weinmann reported that the Town Hall meeting went very well - great attendance, with more than 100 homeowners. The Homeowners loved the transparency and want to do it again. Merging the next Town Hall with Candidates' Night in six months should work well.
- Recent safety Concerns. It was moved and seconded (M. Buchanan/ B.Collins) to approve a donation of \$500 to the Go Fund Me account for the man who was killed when his car left Ygnacio Blvd and ran down the South Slope and across S. Larwin Avenue, within the Association. Motion carried. R. Ellenson opposed.
- Email/Computer Expectations. President Weinmann would like all Board communication to use the new Board email addresses.

12. INFORMATIONAL

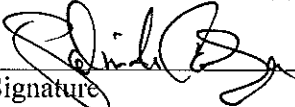
- **Task List.** In the packet.
- **Map.** In the packet.

11. ADJOURNMENT. It was moved and seconded (D. Glover/ R. Ellenson) to adjourn to Executive Session at 11:28 PM. Motion carried. In this Executive Session, the Board authorized a farewell gift for a departing employee.

BOARD CERTIFICATION

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 February 25, 2016 as approved by the attending directors.


 Signature

03/30/2016
 Date