

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, March 24, 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 6:50 PM. In this Executive Session, the Board voted to approve Fines for ongoing violations.

1. **CALL TO ORDER** at 7:02 PM.

2. **HOMEOWNERS OPEN FORUM AND INTRODUCTION OF NEW CLUBHOUSE EMPLOYEE**

New Clubhouse employee and CHOA Homeowner David Clawson was introduced to the Board. Two other Homeowners were present. A Homeowner asked about the charge to the Swim Team for the 2016 Fall Clinic as discussed at the February 2016 Board meeting. A letter was read from another Homeowner requesting that the baby pool and a lane be open to Residents while the swim clinics are in session.

3. **APPROVAL OF MINUTES**

- It was moved and seconded (R. Ellenson/M. Buchanan) to approve the February 25, 2016 Board Minutes, with corrections. Motion carried.
- It was moved and seconded (R. Ellenson/B. Collins) to approve the February 25, 2016 Executive Session Board Minutes. Motion carried.

4. **CLUBHOUSE, TENNIS AND ACTIVITIES COMMITTEE REPORTS**

- **Clubhouse Supervisor Andy Steinberg** reported that planning for the Annual Wine Tasting was progressing and that he had lined up the owner of a small wine tasting shop in Walnut Creek to conduct a wine tasting of obscure California wines for no charge, as we will buy wine for the tasting from his shop. We have 142 kids signed up for the Spring Festival, making it the biggest ever.
- **Tennis Coach Thor Schreck** presented a report on the Resident/non-resident makeup of the USTA Teams, showing that in 2015, the average Resident percentage was 17.68% and so far in 2016 it is 20.33%. Next season begins in April. He also mentioned that each team has one practice per week, using two courts.
- **Signal Ads Process.** The Board reviewed the rates charged by Cybercopy to full page insert advertisers in the Signal and made no motion to change the current arrangement.
- **Exercise Bike Proposal.** It was moved and seconded (T. Wright/D. Glover) to approve the proposal from Gym Doctors to purchase a True CS400 commercial upright bike to replace the old Nordic Track Elliptical for \$2,260.10. Motion carried.
- **Snack Vendor Proposal.** It was moved and seconded (B. Collins/T. Wright) to approve a one-year contract with PVS Vending to supply one drink and one snack machines for the Clubhouse, with a 20% commission on sales to the HOA. Motion carried.
- **Activities Committee Report**
Wine Tasting Prep Status. Covered in the Clubhouse report.

5. **TREASURER'S REPORT**

- **Treasurer's Report.** The Board reviewed the February, 2016 Financials.
- It was moved and seconded (D. Glover/R. Ellenson) to approve the opening of a new Union Bank Account for Swim Team use, supplanting their current Citi Bank account, to have the following on the signature card: Mark Weinmann (CHOA President), Tim Wright (CHOA Treasurer), Matt McCloskey (WCST Director), Matt Dobbs (WCST Director-elect), Jackie Byrd (WCST Treasurer), to have check writing capability for the account in addition to Strongroom approvals of invoices and to issue debit cards to Matt McCloskey, Matt Dobbs and Jackie Byrd with a purchase limit of \$1,000. Motion carried. M. Buchanan opposed. S. Cardoza abstained.

- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approvals.** No new Liens were approved.
- **Collectability Profile Approvals.** It was moved and seconded (B. Collins/D. Glover) to authorize Allied Trustee Services to create Collectability Profiles for account #'s 81370 and 81633. Motion carried.
- **Small Claims Approvals.** There were no new Small Claims approvals.

6. BUSINESS

- **Boy Scouts of America Troop 429 Charter Approval.**
 - It was moved and seconded (D. Glover/S. Cardoza) to approve a charter with BSA Troop 429, and to allow weekly meetings in the Clubhouse and storage of equipment. Motion carried.
 - It was moved and seconded (D. Glover/S. Cardoza) to approve Mark Weinmann as the Troop 429 liaison. Motion carried.
- **Change Orders Procedures.** No motion was made.
- **Tree Removal Proposals.** It was moved and seconded (M. Buchanan/R. Ellenson) to approve the proposal from Tree Care to remove the dead eucalyptus at the end of Lawson Ct and the dying redwood next to the upper tennis courts for \$1,000. Motion carried.
- **Blueberry Retaining Wall Proposals.** It was moved and seconded (M. Buchana/T. Wright) to approve the proposal from Borg Fence to replace the retaining wall at the end of Blueberry Court for \$2,968. Motion carried.
- **Playground Sand Proposal.** Tabled, pending another bid.
- **South Slope Well Retaining Wall Proposal.** Tabled, pending bids to install barriers to the well from Ygnacio Blvd.

7. COMMITTEE REPORTS

- **Architectural Committee.**
 - The Board reviewed the Architectural Committee Minutes of February 18, 2016.
 - It was moved and seconded (S. Cardoza/D. Glover) to approve a change in the Rules about Sheds to be incorporated in the revised Rules of the Association. Motion carried.
 - It was moved and seconded (S. Cardoza/B. Collins) to approve an application from account # 81803 to replace the front yard landscaping and fence. Motion carried.
- **Landscape Committee.** The Committee meeting will be Tuesday, April 5.
- **WCST Committee.**
 - Committee Chair Donna Glover reported on the CHOA/WCST sub-committee meeting of March 7, 2016.
 - The Board reviewed the WCST Financials and WCST approved Minutes from their meeting of February 9, 2016.
 - It was moved and seconded (D. Glover/M. Weinmann) to not require a \$500 deposit from WCST for use of the Clubhouse. Motion carried.
- **Communications Committee.**
 - **Website Design Change Order Approval.** It was moved and seconded (R. Ellenson/D. Glover) to approve a change order for the contract with NYX Design Group to incorporate a password-protected section of the new website for \$2,000. Motion carried.
- **Smokestack Boutique Committee.** Chair Barry Collins reported that we are trying to set up a meeting with him, General Manager Pat Magee and two representatives from the Boutique Committee.
- **Facilities Committee.** Chair Tim Wright and General Manager Pat Magee reported on the progress of the West Pool renovation.
- **Safety and Security Committee.**
 - It was moved and seconded (B. Collins/T. Weinmann) to approve the Charter for the Safety and Security Committee. Motion carried.
 - The Board reviewed the Minutes from the meeting of March 9, 2016. Next meeting is scheduled for April 19 at 6pm.

8. PRESIDENT'S REPORT AND DIRECTOR COMMENTS

Director Comments

- M. Buchanan - Acknowledges D. Glover for all of her hard work on the Swim Team and Activities Committees.
- D. Glover - Please make sure the Clubhouse is available for voting for the June 7 primary election. Reminded the Board that the ECHO seminar is April 16. Need Social media and Signal articles about loose dogs on greenbelt. Will do a proposal for West Pool grand opening BBQ.
- B. Collins - Will do a regular article on Security for the Signal. Found out that vehicle right wheels need to be closer to the curb than 18 inches to be legally parked.
- T. Wright - Acknowledges D. Glover for all of her hard work on the Swim Team and Activities Committees.
- S. Cardoza - Acknowledges D. Glover for all of her hard work on the Swim Team and Activities Committees. Asked when the bridges on Lawson Court would be replaced. Requested that the trees branches over the sidewalk in back of the Dog Park be trimmed.
- R. Ellenson - Acknowledges D. Glover for all of her hard work on the Swim Team and Activities Committees. He is formatting the revised Rule Book. Asked how quickly emails should be answered. Suggested putting "action needed" in subject line if reply is needed soon.

President's Report

- Acknowledges D. Glover for all of her hard work on the Swim Team and Activities and R. Ellenson for all of his work with the new Board computers.
- The Board election is coming up. He would like an agenda item for appointing a Nominating Committee, as required in the Election Rules. Is there any way to change the Quorum requirement without going to the membership for a vote?

9. INFORMATIONAL

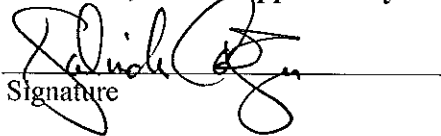
- **Task List.** In the packet.
- **Map.** In the packet.
- **Calendar.** In the packet.
- **Termite Report.** In the packet.

- 10. ADJOURNMENT.** It was moved and seconded (D. Glover/ B. Collins) to adjourn to Executive Session at 10:59 PM. Motion carried. In this Executive Session, the Board discussed employee issues and approved pay rates.

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 March 24, 2016 as approved by the attending directors.


 Signature

05/19/2016
 Date