

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 21, 2015

MINUTES

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

Also Present: WCST Board Members M. McCloskey; J. Sandy; T. Washmera; O. Acevedo; T. Byrd; T. Wendler; and P. Magee, Collins Management

1. **CALL TO ORDER** at 7:32 pm.
2. **OPEN FORUM:** There were no comments in the Open Forum.
3. **MEETING WITH THE WALNUT COUNTRY SWIM TEAM BOARD**

The CHOA Board met with the Swim Team Board to review the relationship between the 2 Boards. CHOA Manager P. Magee will email Committee Guidelines, CC&Rs, By Laws and Rules to the Swim Team Board. Two CHOA Board members and two Swim Team Board members will meet by the first week of June to review the Swim Team Charter and its relationship to CHOA. The Swim Team Board will send information about the Fall clinic to the CHOA Manager for inclusion on the July CHOA Board Meeting agenda. The CHOA Manager will follow up on the exhaust fan to be installed in the wall of the Swim Team freezer room.

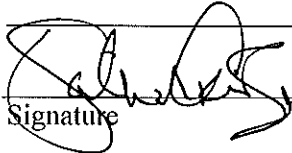
4. **ADJOURNMENT.** It was moved and seconded (M. Buchanan/D. Glover) to adjourn at 8:37 PM. Motion carried.

BOARD CERTIFICATION

I, Saleha Cardoza
Director's Name

Secretary
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

6/25/15
Date

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 23, 2015

MINUTES

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

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

1. **EXECUTIVE SESSION** at 6:35 PM. In this Executive Session, the Board interviewed a candidate for the position on the Board that was vacated by R. Peterson's resignation, heard from a Homeowner requesting that his Fines be reversed and voted to approve a payment plan request.
2. **CALL TO ORDER** at 7:13 pm, following Executive Session.
3. **OPEN FORUM:** Six homeowners were in attendance.
 - A homeowner on Water Oak Court reported that neighboring residents were parking in front of her house, leaving no place for her guests to park. She requested that an article be put in the Signal about this. President Weinmann explained that the streets are owned by the city and the HOA has no control over them, as long as no city ordinance was violated.
 - A Homeowner on Weeping Spruce Court requested that the Board approve an interclub tennis team he put together.
4. **GUEST VENDOR**

Tom Sweeney of Landscape Care, the Association's Landscaper, spoke about the recent requirement of CCWD to reduce water use from irrigation-only water meters to 60% of 2013 levels and the different ways he plans to mitigate its effects. M. Buchanan asked that it be communicated in the Signal that there will be some areas of turf that will look dry. S. Cardoza asked that irrigation at the dentist office area be revisited.
5. **DIRECTOR REPLACEMENT APPROVAL**

Tabled.
6. **APPROVAL OF MINUTES**
 - It was moved and seconded (D. Glover, S. Cardoza) to accept the Regular Meeting Minutes of March 26, 2015 and the Executive Session Minutes of March 26, 2015. Motion carried. T. Peterson and T. Wright abstained.
6. **CLUBHOUSE AND TENNIS REPORTS**
 - **Clubhouse Supervisor Andy Steinberg** reported that there were 87 paid attendees at the Egg Hunt, 15 for Movie Night and 150 RSVPs at the Wine Tasting. All events went very well. T-Ball begins June 15. M. Weinmann brought up the Activities Committee suggestion of a Concert on the Green. Mr. Steinberg will contact Homeowner Nancy Bennett about this. M. Buchanan asked S. Cardoza if CHOA is paying enough to have the mascot costumes that were used in the Egg Hunt cleaned. Ms. Cardoza replied that the amount to be paid for the cleaning will not cover all of the cost, but she would like to donate the difference.
 - **Tennis Coach Thor Shreck** explained how the Tennis teams and tournaments work and how the Homeowner proposal for another team would work. He also reported that one of the USTA team captains told him that she does not want to ask her non-resident players to pay the \$25 fee that the Board approved in March. The Board instructed Mr. Shreck to inform that captain that she must abide by the decision of the Board, as the other teams are doing.
 - **Clubhouse Wish List.** The Board reviewed the wish list that Clubhouse Supervisor A. Steinberg put together for the Clubhouse and asked him to add a few items and prioritize the list. The list included a gate at the bottom of the stairs to the pool. The Board instructed Mr. Steinberg to have Security check that area during parties in the Clubhouse with alcohol.

7. TREASURER'S REPORT

- **Treasurer's Report.** Treasurer T.Wright reported on the march, 2015 Financials as prepared by Collins Management, noting that actual expenditures YTD were \$31,825 under budget. The Balance Sheet and Revenue and Expense report were included in the Board packet.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Collections/Lien Approvals.** The Manager reported that Collins Management had received communication on the day of this meeting from Allied Trustee Services, CHOA's Collection Company, regarding new procedures for Collections, following two recent court cases, and a new contract that they are asking every Association to sign. The Manager presented the communication and contract to the Board, who will review it prior to the May 27 BOD meeting. The Manager reported that the Association's attorney had reviewed CHOA's Collections Policy and concluded that it could follow Collins Management's procedures of sending delinquent accounts to Collections after 90 days. The attorney's proposal to rewrite the policy to better reflect practice was tabled.

8. BUSINESS

- **Clubhouse Folding Doors Proposal.** Clubhouse Supervisor A. Steinberg informed the Board that the Fire inspector looked at the proposed location of folding doors to the left of the entrance to the lounge and said that they could not be located there because there was only one other exit from that room. No motion was made to install folding doors at the entrance to the game room.
- **Yoga Classes Proposal.** It was moved and seconded (D. Glover/S. Cardoza) to approve the proposal from resident Jessica Ward-Poggi to hold Yoga classes one day a week in the Clubhouse, with 20% of the fees collected paid to CHOA. Motion passed.
- **Announcements in the Signal.** The Board reviewed a request from a resident wanting to advertise a bible study class in the Signal to be held in his home. The Board instructed the Clubhouse Manager to let the resident know that the Board will formulate an editorial policy about how to handle like requests within 60 days.
- **Reserve Study Proposals.** It was moved (T. Wright) to approve the proposal from Community Reserve Solutions to create an on-site Reserve Study for \$1,850. There was no second. It was moved (D. Glover) to approve the proposal from Reserve Analysis Consulting to create an on-site Reserve Study for \$4,000. There was no second. It was moved and seconded (T. Peterson/M. Buchanan) to approve the proposal from Reserve Analysis Consulting to create an on-site Reserve Study with two updates. Motion carried.
- **EPLI Insurance Renewal.** It was moved and seconded (T. Peterson/ D. Glover) to extend the EPLI insurance policy, set to expire on July.11.15, to December 31, 2015 for an additional \$2,506. Motion carried.
- **Election Process Review.** The Board reviewed and revised the BOD Election timeline as prepared by the Manager.
- **Aqua Pool Contract Approval.** Tabled.
- **Lease Approvals.** The Board reviewed the lease applications that were previously approved by the Manager: 4402 Arrowwood Ct. and 4393 North Shellbark Ct.

9. COMMITTEE REPORTS

- **Architectural Committee.** S. Cardoza reported that the Committee found additional areas in the Architectural portion of the Rules that they would like to refine, such as adding the permissibility of 2-color trim with AC approval. Management will send the revised Rules to the Board for review and comment back to the Manager by May 20. Ms. Cardoza also informed the Board that the AC Committee will give a 2-month grace period to vehicles whose registration has expired.
- **Landscaping Committee.** The Landscaping Committee did not meet in April. The next meeting is May 6, 2015. It was moved and seconded (T. Peterson/D. Glover) to approve the proposal from Traverso to trim the oak tree in back of 4475 Hock Maple for \$960. Motion carried.

- **WCST Liaison.** WCST Liaison D. Glover reported on the recent swim team activities: 2015 total swimmers = 157; 93 Residents and 64 non-residents. Spring Clinic: 38 Residents, 30 non-residents. Crossings Challenge will be July 25. The Board asked Ms. Glover to remind the team to take care of the Greenbelt by removing trash and keeping noise down and parking on only one side of Larwin and Oakbrook. Management will make sure that no party is booked at the Clubhouse for that day.
- **Swim Team Minutes.** In the packet.
- **Swim Team Charter.** In the packet.

10. PRESIDENT'S REPORT & DIRECTOR COMMENTS

- **Director Comments.**
 - S. Cardoza - Is there a policy to withhold facilities usage for Delinquent Homeowner? The Manager will get a list of delinquent accounts to the CH staff, who will deny rental and key requests to those on the list. CH staff should walk the greenbelt checking IDs and problems in the one hour overlap between shifts. Have there been any applications for new CH staff? Yes, one. Have lights been installed on the CH decks? All 5 lights that had not been working have been fixed. Need more copies of Collins BOD orientation packets. She is putting the BOD Manual together.
 - T. Wright - nothing.
 - M. Buchanan - Great opportunity for free BOD training from ECHO in Concord. Would like to order books from ECHO. The Manager will do so. Mr. Buchanan spoke about Corporation memory and how we need to keep decisions and discussions from getting lost over time. We need to resurrect the Business Development Committee. We need to determine how a Board member gets an item on the agenda.
 - D. Glover - Several Homeowners have requested additional wine tastings. Is anything happening about the traffic on S. Larwin in the morning? M. Weinmann will speak to the city council about it. T. Peterson asked a police officer to hand out speeding tickets there. Volunteered to head up the Committee to revise the rest of the Rules Book.
 - T. Peterson - Is concerned that Board members should not be bringing other Homeowners' issues to the BOD meeting. The Homeowner should address the Board in the Homeowners' Forum.
- **President's Report.** M. Weinmann - We need an ad hoc Communications Committee to, among other things, improve the consistency of the message in all of our venues and prioritize the messages. He proposes Rich Ellenson and M. Buchanan. We need an article in the Signal about Committee opportunities. We need an ad hoc Rules Revision Committee to provide a draft to the Board in 3-4 months. Recommends D. Glover and S. Cardoza. Would like to move forward with reaching out to neighboring HOAs and would like a list of Presidents by June 1. Will go to City Council meeting and speak about traffic issues.
- It was moved and seconded (M. Weinmann/T. Wright) to create an ad hoc Communications Committee with initial members Marc Buchanan and Rich Ellinson. Motion Carried.
- It was moved and seconded (M. Weinmann/M. Buchanan) to create an ad hoc Rule Book Revision Committee with initial members Donna Glover, Salinda Cardoza and Tim Wright. Motion carried.

11. INFORMATIONAL

- **2014 Reserve Projects Report.** In the packet.
- **Re-key Project.** Completed. The report is in the packet.
- **Task List.** In the packet.
- **Letter from Homeowner.** In the packet
- **Concussion Procedures Packet.** As required by the ins underwriters for the sports insurance policy - in the packet.
- **2015 Calendars.** In the packet

12. **ADJOURNMENT.** It was moved and seconded (D. Glover/M. Buchanan) to adjourn to Executive Session at 10:40 PM. Motion carried. In this Executive Session, the Board discussed a Committee personnel issue, approved a payment plan, conditionally approved a new team and reviewed a past legal opinion regarding a Committee.

BOARD CERTIFICATION

I, Secretary Salinda Cardoza
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.

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