

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
**May 28, 2015**

**MINUTES**

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

**Absent:** M. Weinmann

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

1. **EXECUTIVE SESSION** at 6:35 PM. In this Executive Session, the Board granted a request to reverse Fines.
2. **CALL TO ORDER** at 7:13 pm, following Executive Session.
3. **OPEN FORUM:** Two homeowners were in attendance.
  - A homeowner on Deerberry Court offered suggestions for the upcoming Rule Book revisions: Take a global approach and incorporate common requests and situations into the new Rules, such as allowing backyard sheds to appear above the fence and eliminating setbacks for fences along sidewalks.
4. **GUEST VENDOR**

Ric Jones of GS Security answered questions from the Board. Five patrol visits per night at random times, beginning at 5 PM. Forty minutes to one hour per visit. Also patrols Crystal Ranch and maybe Montecito in the future. Upon a complaint, they will knock on the door of a house making too much noise and ask them to tone it down. They will get a new contract to us to review and sign. Current contract is from 2013. He will check to see if he can park a marked vehicle in front of the Clubhouse during the day.
5. **DIRECTOR REPLACEMENT APPROVAL**

It was moved and seconded (T. Wright/D. Glover) to appoint Richard Ellenson to the vacant seat on the Board, to serve out that term until the next election. Motion passed.
6. **APPROVAL OF MINUTES**
  - Tabled.
7. **CLUBHOUSE AND TENNIS REPORTS**
  - **Clubhouse Supervisor Andy Steinberg** reported that the Cinco de Mayo party was a great success, with 52 attendees. April was a record month, with \$4,432 in income from parties, key sales and events. The hoped-for summer concert on the greenbelt will probably not happen this summer, but planning has begun for next summer. We could have live music for the Fall BBQ. Director S. Cardoza asked about the key process and the sales of CHOA keys. Then questioned why the policy set by the Clubhouse/Recreation Committee and later approved by the Board for implementation of said policy was not being followed. Director S. Cardoza cited the Recreation Assistant Manual. Board ask that Director S. Cardoza provide a copy to Business Office Manager and that the policy needs to be followed.
  - **Tennis Coach Thor Schreck** reported that the lower courts will be resurfaced in the 2 weeks following July 4. Security will need to be notified. There will be three USTA teams for the Summer season, and all captains have complied with the non-resident fee requirement.
  - **Clubhouse and Business Wish Lists.** The Board reviewed the wish list that Clubhouse Supervisor A. Steinberg produced and prioritized and instructed the Clubhouse Supervisor and the HOA Manager to get the maintenance items done and to get bids for the bigger items on the list.
8. **TREASURER'S REPORT**

- **Treasurer's Report.** Treasurer T.Wright reported on the April, 2015 Financials as prepared by Collins Management, noting that the Landscape Contract fee, irrigation upgrades and payroll processing fees were not recorded. T. Peterson asked why the Reserve total on the Balance Sheet did not match the Owners Equity Reserve figure. Mr. Wright will work with Collins' accountant to answer the questions. The Balance Sheet and Revenue and Expense report were included in the Board packet.
- **Allied Trustee Services Revised Contract Approval.** It was moved and seconded (T. Wright/D. Glover) to approve the revised contract with Allied Trustee Services. Motion carried.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approvals.** It was moved and seconded (D. Glover/R. Ellenson) to send account #s 81413 and 81640 to Allied Trustee Services (ATS), to authorize ATS to record Liens on these properties and to move forward in the Collections process with account # 81189, which had already been sent to ATS and has been on hold. Motion carried.
- **Collection Policy Revision proposal .** No motion was made. Manager will look for alternative solutions.

## 9. BUSINESS

- **Editorial Policy for Announcements in the Signal.** Tabled.
- **Re-Key Tennis Courts Approval.** No motion was made. Manager to seek other solutions.
- **Aqua Pool Contract Approval.** Tabled. Manager to clarify chemicals charge.
- **Fence and Light Pole Painting Proposals.** Tabled. Pending receipt of additional bid.
- **Clubhouse Kitchen Exhaust Fan Proposals.** Tabled. Manager to investigate alternate exhaust route.
- **Pest Control Contract for Pre School.** It was moved and seconded (D. Glover/S. Cardoza) to approve the proposal from Clark Pest Control to spray the exterior of the Pre School building monthly for \$75/month. Motion carried.
- **Lease Approvals.** The Board reviewed the lease applications that were previously approved by the Manager: 4402 Arrowwood Ct. and 4393 North Shellbark Ct.

## 10. COMMITTEE REPORTS

- **Architectural Committee.** S. Cardoza reported that there were 2 homeowners who made changes without prior approval. One installed a new, larger driveway and the other replaced their front yard landscaping with stones. Both will receive violation letters, which will be added to their files. An article is in the June Signal addressing this. S. Cardoza stated the committee would like the Board to consider allowing sheds that can be seen over fences, with guidelines to be approved by the Board. Ms. Cardoza recommended an article for the Signal encouraging people to have their street number painted on the curb. She also stated the committee would like Manager to have the ability to pre approve windows like for like. Board directed S. Cardoza to meet with Manager to draft a policy and present it to the Board for consideration.
- **Landscaping Committee.** T. Peterson reviewed the tentative plans for water reduction, mandated by the water dept to be 55 or 60% of the 2013 usage. He spoke about the condition of the wells and plans to revitalize and maintain them. He invited the Board to accompany the Committee on a walk on June 20 to identify trees marked for removal and recommended that the proposed seasonal color change at the entrances be tabled due to the drought.
- **WCST Liaison.** WCST Liaison D. Glover reported that total number on the team is 167 - 95 residents and 72 non-residents. The Crossings Challenge is scheduled for July 25, from 8am to 5pm and that the WCST Board has it well organized. Manager will send letters to all on Lawson and Oakbrook informing them of the festivities for that day. Manager to secure loose pool filter covers on the deck.
- **New Ad Hoc Committees Formation.** It was moved and seconded (R. Ellenson/D. Glover) to create an ad hoc Communications Committee with initial members Marc Buchanan and Rich Ellenson. Motion Carried.

It was moved and seconded (R. Ellenson/D. Glover) to create an ad hoc Rule Book Revision Committee with initial members Donna Glover, Salinda Cardoza and Tim Wright. Motion carried.

- **Swim Team Minutes.** In the packet.
- **Swim Team Charter.** In the packet.

#### 11. **PRESIDENT'S REPORT & DIRECTOR COMMENTS**

- **Director Comments.**
  - S. Cardoza - The concrete steps from the pool to the Clubhouse are chipped and in need of repair. Stated that the Board has yet to have access to the video cameras and asked that the Board be given the code again, and instruction on how to view video cameras. Manager stated Stephen (clubhouse staff) could assist in this and Liviu. Manager to arrange for that. S. Cardoza asked for a copy of the revised Ethics policy that the Board approved. Board members received a copy that did not include the two small edits (removing a bullet and adding the word and) S. Cardoza also requested that the board consider The Echo Board Member Handbook as an excellent resource for CHOA Board members. Board instructed Manager to purchase six copies and reimburse Ms. Cardoza for her copy. S. Cardoza handed out a copy of the swim lesson and tennis waiver that was created by the Clubhouse/Recreation Committee. And made a suggestion that the various insurance waivers now in use for the swim team, soccer, t-ball, etc., need to be consolidated. The swim lesson/tennis waiver appears to be comprehensive. Ms. Cardoza continues to assemble a relevant Board Manual. She requested a meeting with Manager, Board President and Vice President to review said Board Resource binder before it is distributed to fellow Board members.
  - T. Wright - none.
  - M. Buchanan - none.
  - D. Glover - The Security report of May 27 noted that a child locked himself in the bathroom at the West Pool. Manager to investigate. Ms. Glover will get with the Clubhouse Manager to revise the Activities Charter for presentation to the Board for their approval. The website needs to be updated with current Board roster.
  - T. Peterson - none.
  - R. Ellenson - none.
- **President's Report.** M. Weinmann (via email) - Pleased with the Manager, but haven't heard from Collins lately - what's next? Are we looking to modernize our processes with any new tech? - web support - tablets for Board members for meetings? - is there anything we are working on that will help our processes in the future? Elections - Signal article? Yes, June. On the Board application (nomination form), we need to repeat what the Bylaws say regarding Director qualifications - No one that has been ruled incapacitated by a court or has been convicted of a felony may serve on the Board. The nominee's signature on the form will be their acknowledgement that they fall into neither category.

#### 12. **INFORMATIONAL**

- **Pre School Bathroom Project Update.** The Manager reported that replacing the bathrooms will require ADA compliance, with a handicap stall in each bathroom, limiting the number of stalls to one in each. The Pre School manager and the CHOA manager are researching further.
- **Earthquake Insurance.** The Association's insurance agent produced a proposal to insure the 3 main buildings against earthquake damage for about \$14,000/year, with a 5% deductible. The Manager explained that the deductible is on the total value of the buildings, not the amount of the loss. The Board did not ask the Manager to secure additional bids, deeming the cost not worth the coverage.
- **New Leases.** In the packet.
- **New Clubhouse Employee.** Matt McWard has been hired as a part time Clubhouse Employee. He is also and has been a Head Lifeguard for CHOA.

- **2014 Reserve Projects Report.** In the packet.
- **Task List.** In the packet.
- **Concord Crime Report.** In the packet
- **Payment Plan Form.** In the packet.
- **Committees Spreadsheet.** in the packet.
- **2015 Calendars.** In the packet

12. **ADJOURNMENT.** It was moved and seconded (D. Glover/T. Peterson) to adjourn to Executive Session at 10:55 PM. Motion carried. In this Executive Session, the Board discussed a Committee personnel issue and strategized on a Committee reorganization.

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**BOARD CERTIFICATION**

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I, Salma 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.

Salma Cardoza  
Signature

6/25/15  
Date