

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, June 23, 2016
4498 Lawson Court, Concord, CA

MINUTES

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

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

EXECUTIVE SESSION at 6:45 PM. In this Executive Session, the Board reversed Fines on 2 accounts and assessed Fines for architectural violations on other accounts.

1. CALL TO ORDER - ROLE CALL/ADOPT AGENDA

- It was moved and seconded (D. Glover/R. Ellenson) to adopt the published agenda and call the meeting to order at 7:02 PM.

2. HOMEOWNERS OPEN FORUM

No one spoke in Homeowners Forum.

3. APPROVAL OF MINUTES

- It was moved and seconded (D. Glover/B. Collins) to approve the May 26, 2016 Board Meeting Minutes and Executive Session Minutes, with corrections; the June 2, 2016 Executive Session Minutes with corrections; and the June 10 Emergency Meeting Minutes with corrections. Motion carried.

4. RECREATION REPORTS

- **Tennis Coach Thor Schreck** reported that there will be an extra team play this Saturday, resulting in the simultaneous use of five courts. There will be only one USTA team for the Summer season. A team from Valley Vista came over and wanted to play, but were turned away. Coach Shreck recommended that courts 1-4 be resurfaced and crack-sealed this Summer. He reviewed the three proposals for the work and recommended that the Board choose Mumford.
- **Clubhouse Supervisor Andy Steinberg** reported that we have had no contact with the vending company since May 4. President M. Weinmann then instructed Mr. Steinberg to unplug the machines and send a letter, authored by the General Manager, that unless a contract is received by a certain date, the machines will need to be picked up. Catering supplies have been inventoried. Roman Scalise has been contacted about running the next Haunted House. What will it cost to hire him? Windows are getting cleaned. Storeroom has been cleaned. A church group rented the CH on May 27. Nineteen kids in T-Ball grossed \$1,600.
- **Clubhouse Rental Deposits.** It was moved and seconded (D. Glover/T. Wright) to stop depositing Clubhouse rental deposit checks and instead hold them securely until after the rental date. Motion carried.
- **Key Exchange Plan Discussion.** The Board reviewed the pool and tennis court key exchange plan as prepared by the Clubhouse and General Managers and made changes. The locks for the three pools and eight tennis courts will be changed in November. Keys will be distributed before that.

5. COMMITTEE REPORTS

- **Architectural.** Committee Chair T. Wright reported that, due to the lifting of the Governor's drought emergency, the Committee inspectors will begin writing up brown lawns during their August inspections. Notice will be in the July Signal. The Committee will resume sending letters for unregistered vehicles, including PNO, in July. Article in July Signal.
- **WCST.**
 - It was moved and seconded (D. Glover/R. Ellenson) to amend the WCST Charter by adding the following language:

Provide detail balance sheet at the conclusion of each clinic with the following information:

- Number of participations (resident vs non-resident)
- Detail of income (fees collected)
- Detail of expenses (coach's salaries, other expenses)
- New balance summary (e.g. income vs expenses)

Motion carried.

- The Committee is working on the 2017 draft Budget and will approve at their July meeting. No practice next week. WCST Families would like exclusive use from 7-9:45 am M-F. CHOA lifeguards will open to residents at 10am. Accounts will be switched to the new Union Bank account at the end of the season.
- **Landscape.** The Committee will do a walkthrough of the Greenbelt on Saturday, June 25, to review Landscape Care proposals and come up with ideas for 2017. The Board is invited to participate.
- **Communications.** Website development is on track.
- **Facilities.** West Pool will be ready on the July 2 opening.
- **Rules.** Rules revision, Employee Manual revision and CH rental contract revision are on track for review by Homeowners, then review by attorney, then publish, then adopt.
- **Smokestack.** The Board reviewed the letter sent to the Smokestack Committee asking them to continue with the yearly boutique but incorporate as a separate entity.
- **Safety and Security.**
 - The Board reviewed the letter to be sent to Abul Hossein, Concord Traffic Engineer, concerning traffic-related safety requests, especially for a guard rail on Ygnacio.
 - The Manager will ask peers for Security company recommendations.
- **Activities Committee Report**
The Committee will meet next Tuesday at 7Pm to review past events and plan the back to School BBQ. Grand Opening BBQ for the West Pool is scheduled for July 4.

6. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the May, 2016 Financials. The Board asked the Manager to find out whether our Financials are currently being annually audited or reviewed.
- **2017 Budget - Establish Process and Dates.** The Board will meet for a budget workshop on Thursday, July 21 and Thursday, August 11. The Reserve Study draft will be ready for the July 21 meeting.
- **New Signature Cards.** It was moved and seconded (M. Weinmann/R. Ellenson) to approve Directors M. Weinmann, B. Collins, T. Wright and D. Glover to be signatories on the Association's Union bank and Morgan Stanley accounts. Motion carried.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approvals.** No new Liens were approved.
- **Collectability Profile Approvals.** No new Profiles were approved.
- **Small Claims Approvals.** There were no new Small Claims approvals.

7. NEW BUSINESS

- **Officer Appointments.**
 - It was moved and seconded (D. Glover/T. Wright) to appoint D. Glover as Secretary of the Board. Motion carried.
 - It was moved and seconded (M. Weinmann/T. Wright) to appoint B. Collins as Vice President of the Board. Motion carried.
- **By-Law Amendment Proposal.** It was moved and seconded (M. Weinmann/R. Ellenson) to approve the proposal by the Berding and Weil law firm to revise the By-Laws and prepare voting and election rules for a cost not to exceed \$3,500. Motion carried.
- **Tennis Court Resurfacing Proposals.** It was moved and seconded (D. Glover/R. Ellenson) to approve the proposal from Sheldrake & Mumford to resurface tennis courts 1-4 and repair the cracks using Rightway Crack Repair System for \$25,469. Motion carried.
- **Copier Lease Proposals.** It was moved and seconded (T. Wright/B. Collins) to approve the proposal from Ray Morgan Company to lease a Ricoh MP C3004 copier for five years for \$174 per month plus overages. Motion carried.
- **Preschool Director Gift Discussion.** It was moved and seconded (D. Glover/R. Ellenson) to present outgoing longtime Preschool director Caryn Borba with a gift basket, including a \$100 gift card. Motion carried. M. Weinmann abstained.

- **Playground Shade Approval Revised.** Tabled
- **Lawson Court Sidewalk Approval.** No action was necessary.
- **Mission Statement Discussion.** Directors will each send two points for inclusion consideration in a CHOA Mission Statement.
- **HVAC Maintenance Proposals.** Tabled.

8. GOOD OF THE ORDER

- **Directors' Comments**
 - R. Ellenson. None.
 - T. Wright. None
 - B. Collins. None
 - D. Glover. Appreciated the Manager's update email of all pending projects and challenges that was recently sent to the Board.
 - M. Buchanan. How does a Board Member get something on the agenda? Manager will send an email to the Board on the Monday of the week before the Board meeting reminding all to send agenda requests. Manager will then send a draft agenda to the President the next day. There are no seeming consequences for Security when they see a violation of the Rules. What do we do about trespassers? How do we find out where the trespasser lives so that we can follow up with a Hearing. Security should detain the person and call Concord PD to take a report.
- **President's Report.** President M. Weinmann spoke about the upcoming Town Hall and Candidate's Forum. It will be Sunday, August 21 at 2pm.
- **Review of HO Forum Issues and Response.** The Board discussed procedures for responding to Homeowner questions, requests and concerns brought up during the Homeowners' Forum section of each meeting.

9. INFORMATIONAL/ANNOUNCEMENTS

- **Task List, Map, Calendar, New Tenants Forms.** In the packet.
- **2016 Election Calendar.** In the packet.

10. MOTION TO ADJOURN. It was moved and seconded (D. Glover/ B. Collins) to adjourn to Executive Session at 10:57 pm. Motion carried. In this Executive Session, the Board discussed a vendor contract issue.

BOARD CERTIFICATION

I, Ronna Glover CHOA 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 June 23, 2016 as approved by the attending directors.

Ronna Glover 8/11/16
 Signature Date