

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday, July 28, 2016  
4498 Lawson Court, Concord, CA

**MINUTES**

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

**Director Absent:** D. Glover

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

**EXECUTIVE SESSION** at 6:48 PM. In this Executive Session, the Board heard 2 appeals for exceptions to Rules and assessed Fines for architectural violations on other accounts.

1. **CALL TO ORDER - ROLL CALL/ADOPT AGENDA**
  - It was moved and seconded (R. Ellenson/M. Buchanan) to adopt the published agenda and call the meeting to order at 7:02 PM.
2. **HOMEOWNERS OPEN FORUM**

There were eight adults and three children in attendance. Ten adults spoke in favor of the playground sun shade proposal on the agenda and submitted a petition with forty-seven names to install the sun shades. A resident requested use of the Clubhouse to hold a crafts event for children. She was asked to submit a formal proposal.
3. **APPROVAL OF MINUTES**
  - It was moved and seconded (B. Collins/R. Ellenson) to approve the June 23, 2016 Board Meeting Minutes and Executive Session Minutes. Motion carried.
4. **RECREATION REPORTS**
  - **Tennis and Clubhouse Reports**
    - **Clubhouse PC and WiFi.** It was moved and seconded (B. Collins/R. Ellenson) to purchase a replacement computer for the clubhouse office for a cost not to exceed \$1,200, and to pay for up to six hours of CHOA's IT technician, Liviu Ionescu, to install and configure the computer. Motion carried. There was no motion to upgrade the Clubhouse WiFi.
    - **Key Exchange Plan.** Tabled. Electronic Fob s will be back on August agenda.
    - **Coach Thor Schreck** reported that courts 1-4 will be resurfaced in August and that there is only one USTA team playing in the summer, so the timing is good.
    - **Clubhouse Report.** The Board reviewed the Clubhouse report.
5. **COMMITTEE REPORTS**
  - **Activities Committee Report**

The Committee will meet August 2 at 7Pm to plan the back to School BBQ.
  - **Architectural.** Committee Chair T. Wright reported that we will begin sending vio letters for lifted and damaged sidewalks. If not corrected, we will send the address o the city for enforcement.
    - The Board reviewed the Architectural Committee Minutes.
    - It was moved and seconded (T. Wright/B. Collins) to approve the application of Rob Brooks for membership on the Architectural Committee. Motion carried.
  - **WCST.** The Board reviewed the June 2016 Financials and May 19, 2016 Minutes.
  - **Landscape.**
    - The Board reviewed the landscape Committee Minutes.
    - It was moved and seconded (M. Buchanan/R. Ellenson) to approve the proposals from Landscape Care for upgrades to irrigation and plantings on the West side of the Greenbelt and upgrades to the lawn areas on the South and East sides of the Business Office for a cost not to exceed \$42,000. Motion carried.
  - **Communications.** R. Ellenson reported on the results of a recent mini-survey and noted that the website design project is on track.

- **Facilities.** The project to replace the rotted wooden bridges on Lawson Court with concrete sidewalks has begun. Concrete will be poured in the morning so that it is hard by the afternoon.
- **Rules.** Rules revision, Employee Manual revision and CH rental contract revision have been reviewed by Homeowners. All will be sent to the lawyer for review.
- **Smokestack.** The Board discussed the letter that was sent to the Boutique Committee regarding the Boutique's relationship with CHOA.
- **Safety and Security.**
  - The Board reviewed the Minutes of June 21, 2016.
  - B. Collins reported on the meeting with Concord Transportation Engineer Ray Kuzbari and Sgt Nakayama, from Concord PD, to go over the requests made in a letter to the city for traffic mitigation and safety enhancement. We were turned down on all requests except for the curb cuts on the North Larwin corners needing them, to happen in 2017/18.

## 6. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the June, 2016 Financials. T. Wright reported that the plan is to complete the transition of WCST accounting to CHOA in September.
- **2017 Budget Draft.** The Board reviewed the 2017 draft budget as updated by Treasurer T. Wright following the Budget meeting on July 21.
- **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, and instructed Management to explain why two of the delinquent accounts show negative amounts in the Current column.
- **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

- **By-Law Amendment Draft.** The Board reviewed the draft revised By-Laws as prepared by the Association's attorneys.
- **Playground Shade Approval, Revised.** Tabled. Samples of the shade material will be presented to the Board at the August 11 Budget meeting.
- **Lawson Court Sidewalk Approval.** No action was necessary.
- **Mission Statement Review/Approval.** Tabled.
- **Clubhouse HVAC AC Repair Proposals.** It was moved and seconded (T. Wright/R. Ellenson) to approve the proposal by Matrix HG to install discharge air elbows on all 4 AC condensers for \$1,846. Motion carried.
- **West Pool Chair Proposals.** It was moved and seconded (R. Ellenson/M. Buchanan) to purchase 60 sand chairs for all 3 pools from Leisure Creations for a cost NTE \$6,600. Motion carried.
- **Pool Maintenance Proposal.** It was moved and seconded (M. Weinmann/B. Collins) to approve the proposal from National Aquatic Services to check the equipment and backwash the filters at all 3 pools weekly for \$725/month. Motion Carried.
- **Board Communications.** The Board discussed which email communications from the Manager need to go to the entire Board and which only to the president and Vice President.
- **Appoint Inspectors of Election.** It was moved and seconded (M. Weinmann/T. Wright) to appoint the Manager, Pat Magee, and Homeowners George Fulmore and Rob Brooks as inspectors of Election for the coming 2016 Board and By-Laws elections. Motion carried.

## 8. GOOD OF THE ORDER

- **Directors' Comments**
  - M. Buchanan. None.
  - T. Wright. Would like a big screen tv mounted in the Business Office for meetings. Would like to be able to share information on Board computers while in meetings.
  - R. Ellenson. None
  - B. Collins. None.

- **President's Report.** President M. Weinmann reported that toward the end of August, the Boy Scouts will begin meeting in the Clubhouse every Monday. Among projects they can help us with are the September BBQ and cleaning out the Firehouse. He recommended that all Directors read R. Ellenson's recent article on the ECHO website regarding newsletters by email - such as our E-Signal. He asked Directors to load files on to the cloud so that all could access them, and to add items to the agenda that will be on the cloud.
- **Town Hall Plan/Schedule.** President Weinmann will produce a Powerpoint for the Town Hall and send to the Board or review. Candidates' Forum will be at the end of the Town Hall. He will speak about accomplishments and successes, kudos to WCST, Committees, the new website, Budget preview, upcoming projects and costs, By-Laws changes.
- **Review of HO Forum Issues and Response.** The Board discussed how Homeowners who asked questions in the Homeowners Forums will be responded to.
- **Status of CHOA Management Dashboard.** The Board reviewed the task lists as prepared by Management.

9. **INFORMATIONAL/ANNOUNCEMENTS**

- **2016 Election - Candidates.** There are 5 candidates for 5 open positions on the Board: Barry Collins, Donna Glover, Todd Peterson, Mark Weinmann and Tim Wright.
- **Update on Current Projects.** The Board reviewed the current projects status report.
- **Announcements.**
- Task List, Map, Calendar, New Tenants Forms. In the packet.

10. **MOTION TO ADJOURN.** It was moved and seconded ( B. Collins/T. Wright) to adjourn to Executive Session at 10:45 pm. Motion carried. In this Executive Session, the Board voted to not grant requests from two Homeowner for exemptions to the Rules, and discussed a legal issue.

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**BOARD CERTIFICATION**

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I, Donna J 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 July 28, 2016 as approved by the attending directors.

Donna J Glover 9/17/16  
 Signature Date