

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 25, 2014

ANNUAL MEETING

1. **CALL TO ORDER.** The Annual Meeting was called to order at 7:00pm.
2. **Call for a Quorum.** Only 328 ballots had been received. 532 is the quorum requirement.
3. **Adjournment.** At 7:08pm the meeting was adjourned until October 16, 2014 at 7pm in the Clubhouse.

MINUTES

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

Absent: R. Peterson; B. Lee

Also Present: D. Byrne and J. York, Collins Management

1. **CALL TO ORDER** at 7:10 pm following an executive session and adjourned Annual Meeting.
2. **OPEN FORUM/GUESTS:** A homeowner inquired if there would be a holiday lighting contest. And since the development was about 40 years old, does anyone know the actual anniversary date – that would be a great reason to celebrate.

Another homeowner stated that she was away from home for the month of August. Upon her return she wanted to know what was going on at the east entrance. She further stated that the website is out of date concerning the Landscape Committee and projects.

Chris Diner, WCST Director, presented the names of the 2014-15 WCST Board members for CHOA BOD approval.

3. **APPROVAL OF MINUTES.**

It was moved and seconded (Wright/Cardoza) to accept the Executive Session Minutes of August 28, 2014, the Regular Meeting Minutes of August 28, 2014, as written. Motion carried (Buchanan abstained). It was moved and seconded (Buchanan/T.Peterson) to accept the Special Meeting Minutes of September 11, 2014. Motion carried unanimously.

4.0 **MANAGEMENT REPORT**

4.1 **Clubhouse Report.** Quarterly alarm testing was performed last month and all sensors passed.

a. **Activities Committee.** The Fall/Back to School BBQ had around 200 attendees. The 2 ponies were a big hit. Oktoberfest is being held on 10/12/14 from 3 to 6pm, directors were asked to attend to help pour and be available to speak with residents.

4.2 **Lease Approvals.** The lease approval process was discussed. The CC&Rs state "Each Owner shall have the right, upon written application (notice) delivered to the Secretary of the Association, to **appear before the Board of Directors** and request the right to lease his or her Lot." The written application shall include the owner's name, mailing address, lot address, record ownership date, proposed lease term, **identity of the tenants intended**, and any other information which the BOD may reasonably require."

The Board directed management to convey to the membership that beginning on January 1, 2015, any owner wishing to lease his unit must submit the transfer form with the identity of the intended tenants to the business office so that the Board may consider approval at their next meeting; and that the owner or owner's agent must appear before the BOD at that time.

It was moved and seconded (Wright/Buchanan) to approve the lease for 4405 Willow Glen Ct. Motion carried. (T. Peterson opposed).

4.3 2014 Reserve Projects.

- a. **West Pool.** Adams Pool Solutions and Burkett's submitted bids that cover replastering, coping, tile, concrete deck and plumbing. Aztech, LHI Construction and Schryer/Thompson submitted bids for different portions. Management was asked to arrange meeting(s) with the City Building Inspector, County Environmental Health, one of the contractors, and director Tim Wright to identify all equipment or modifications needed to comply with building codes. A list of these requirements will be provided to the contractors for inclusion in their total revised bids.
- b. **Preschool Bathrooms.** The bids from Schryer/Thompson and LHI were found to be comparable. Management was asked to obtain a comparable bid from Dencol and Carrasco Construction.

4.4 Strongroom Solutions. Additional questions were answered and the board confirmed their approval.

4.5 Delinquent Accounts. The Board authorized Collins to determine what amount of the receivables are uncollectable, such as late fees added to fines.

4.6 Recording Meetings Policy. Management was directed to publish the draft policy for membership comments.

4.7 WCST Board Approval. Management confirmed that all resident members of the proposed Board are in good standing. It was moved and seconded (Wright/Cardoza) to approve the slate as submitted. Motion carried unanimously.

5.0 OLD BUSINESS

5.1 4480 Camstock – Fallen Tree. The homeowners were sent the revised agreement for signature. No response has been received.

5.2 Tennis Court Fencing. Schryer/Thompson has completed the fencing replacement. The controllers for the lights are back inside and the wooden barrier has been installed. Item closed.

5.3 Annual Calendar was included in the meeting packet.

6. OFFICER REPORTS & DIRECTOR COMMENTS

6.1 Treasurer's Report. T. Wright reported that the balance sheet, income and expense report, and the bank reconciliation reports have been reviewed. He analyzed the pool related expenses for 2014 and 2013. It may be that the pool extras expenses have not been adequately budgeted for. Receivables over 90 days exceed \$58,000.

6.2. Director Comments. M. Buchanan volunteered to create a quick reference document for the governing documents. He asked T. Wright to create a type of cheat-sheet for the budget and reserve study; and, S. Cardoza to summarize the architectural guidelines. These materials would be provided to new directors. A training session will be scheduled in November and M. Weinmann asked that goals are also discussed at that time.

M. Buchanan also volunteered to work with Ms. York and Proactive Security to find ways to have a stronger security presence.

T. Peterson asked that it be communicated to the members that exterior changes made without AC approval will be subject to fine assessment. This information can be included in the budget newsletter or a letter that is mailed out with the budget.

T. Peterson asked that bids to repair the sidewalk and curb outside the business office be obtained.

The holiday light contest was discussed. General agreement was reached that judging and prizes will be similar to that of two years past.

- 6.3 President's Report.** M. Weinmann asked that the annual meeting/election be announced as a town hall type meeting. He asked that the other directors consider presenting detailed information of interest to the members. As this will be B. Lee's last meeting, management volunteered to arrange for a gift basket.

7. COMMITTEE REPORTS

- 7.1 Architectural Committee.** S. Cardoza reported that the committee moved their meeting in October to the 15th. The committee has completed the review of the guidelines and soft copies will be sent to the BOD. Similar to the numerous driveways that needed replacement, there are a good number of fences that have been painted. The committee members will conduct a count before starting to cite for this violation.

- 7.2 Business Process Review & Redesign Committee.** T. Peterson reported that there is nothing to report. The committee hopes to meet in November.

- 7.3 Landscaping Committee.** B. Lee asked T. Peterson to report in his absence. It was moved and seconded (T.Peterson/Cardoza) to engage Dan Olshansky for a planting plan for south slope pilot across from clubhouse not to exceed \$3,500. Motion carried unanimously.

The committee and manager walked with Tom Sweeney last Friday, September 19. The committee does not recommend replacing the digger pines behind Corkwood Ct. at this time. Catalpa and Ash trees have been planted behind Hock Maple and on the hill in the central greenbelt.

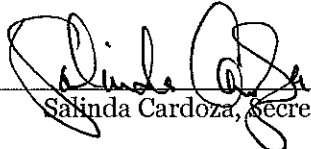
The east entrance project has begun and will be finished by next Friday, October 3. One extra tree was mistakenly removed. Dan Olshansky will be on site tomorrow (9/26/14) to make a recommendation on replacement.

The area next to the dentist's office has been cleared, planted and mulched. Landscape Care has also over seeded both the north and south slope fescue.

M. Buchanan stated that the area behind the main pool seems saturated and that there are some dead or dying plants off Lawson Ct. Manager to pass information to Tom Sweeney.

- 7.4 Swim Team Liaison.** There was no report.

VIII. ADJOURNMENT was at 8:55pm to Executive Session.



Salinda Cardoza, Secretary

11/13/14

Date