

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
**October 22, 2015**

**MINUTES**

**Present:** M. Weinmann; S. Cardoza; M. Buchanan; D. Glover; T. Wright; R. Ellenson; J. Keane

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

**EXECUTIVE SESSION** at 6:49 PM. In this Executive Session, the Board approved the list of Fines from the Architectural Committee and discussed problems with a recent Clubhouse rental.

**1. CALL TO ORDER** at 8:01 PM, following the Annual Meeting.

**2. SELECTION OF OFFICERS**

In the Annual Meeting that preceded this Board Meeting, the following Directors were elected to two-year terms:

Marc Buchanan (incumbent)  
Salinda Cardoza (incumbent)  
Rich Ellenson (incumbent)  
Jaime Keane

- It was moved and seconded (D. Glover/R. Ellenson) to appoint Mark Weinmann as President of the Association. Motion carried. M. Weinmann abstained.
- It was moved and seconded (M. Buchanan/R. Ellenson) to appoint Donna Glover as Vice-President of the Association. Motion carried. D. Glover abstained.
- It was moved and seconded (D. Glover/R. Ellenson) to appoint Tim Wright as Treasurer of the Association. Motion carried. T. Wright abstained.
- It was moved and seconded (D. Glover/R. Ellenson) to appoint Salinda Cardoza as Secretary of the Association. Motion carried. S. Cardoza abstained.
- It was moved and seconded (M. Weinmann/D. Glover) to appoint Marc Buchanan as Chairman of the landscape Committee. Motion carried.

**3. APPROVAL OF MINUTES**

- It was moved and seconded (D. Glover/T. Wright) to approve the August 27, 2015 Minutes with corrections. Motion carried.
- It was moved and seconded (D. Glover, R. Ellenson) to approve the September 24, 2015 Minutes with corrections. Motion carried.
- It was moved and seconded (D. Glover, R. Ellenson) to accept the September 24, 2015 Executive Session Minutes with corrections. Motion carried.
- It was moved and seconded (T. Wright/D. Glover) to approve the October 2, 2015 Board Budget Meeting Minutes. Motion carried.

**4. CLUBHOUSE AND TENNIS REPORTS**

- **Clubhouse Supervisor Andy Steinberg** requested that the Signal publishing deadlines be followed. He noted that the Activities Committee needs volunteers. A call for volunteers will be in the next Signal. M. Buchanan suggested that an option be given to assist the Committee for only one event. A. Steinberg gave a re-cap of the Oktoberfest event, noting the large number of no-shows. He suggested that a nominal \$5 charge would probably pay for the one day liquor license then needed and give folks another reason to attend once they paid the fee. M. Buchanan asked if Saturday would be a better day for events and that if people come without reservations they might be allowed in. Management will research the insurance cost for such paid liquor events.
- **Tennis Coach Thor Schreck** spoke of the possible impacts of the closing of a local tennis club, Club Sport Valley Vista, and that there may be requests to host more tennis teams. We currently have no room for additional teams. Coach Schreck will inform the current team captains of the possible problem and bring a recommendation for how to allocate team slots to the Board at the next meeting.

**5. TREASURER'S REPORT**

- **Treasurer's Report.** Treasurer T.Wright reported that the September Financials are in order. D. Glover asked why \$2,660 was paid for Lifeguard Payroll when there were no lifeguards in September. The Manager will investigate and report back.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approvals.** It was moved and seconded (T. Wright/R. Ellenson) to send Accounts 81370; 81018; 81290; 82058 to Collections for unpaid assessments and to authorize Allied Trustee Services to place a Lien on the properties. Motion carried.
- **Fine Reversals.** In the September 24, 2015 meeting, the Board approved the reversal of Fines that were assessed prior to December 15, 2014, as long as regular assessments have consistently been paid on time and the account is not in Collections or on a payment plan. It was moved and seconded (R. Ellenson/J. Keane) to approve Fine and unwarranted Late Fee reversals on the following accounts:
  - 81577 - \$700 Fines; \$104.50 late Fees
  - 81509 - \$480 Fines
  - 81712 - \$400 Fines; \$218.50 late Fees
  - 81520 - \$411 Fines
  - 81352 - \$400 Fines
  - 81446 - \$250 Fines
  - 81044 - \$200 Fines
  - 81522 - \$69 Fines
  - 81421 - \$150 Fines
  - 81356 - \$100 Fines; \$19 Late Fees

Motion Carried.

T. Wright asked how Fine reversals are accounted. The Manager will find out and get back to him. Management will send letters to Account #s 81577 and 81509 to explain the reversals.

## 6. BUSINESS

- **Preschool Rental Request.** It was moved and seconded (D. Glover/S. Cardoza) to approve the request by the Preschool to use the Clubhouse at no cost for a farewell party of retiring Preschool Director Caryn Borba. Motion carried. R. Ellenson opposed.
- **Landscape care Contract Addendum Approval.** Tabled

## 7. COMMITTEE REPORTS

- **Architectural Committee.** The paint book will be updated in 2016.
- **Landscape Committee.** The Manager, the landscaper, Tom Sweeney and John Traverso of Traverso Tree Care walked the South Slope to confirm the trimming list provided by Traverso earlier. The list will be presented to the Board for approval in November.
- **WCST Liaison.** The ongoing Charter discussions will continue in Executive Session.
- **Communications Committee.** CHOA now owns all of its social media accounts. About 30% of Cowell Homeowners are on Next Door. We have seven RFPs out for the website project. The survey is being put together. Please send survey questions to R. Ellenson for inclusion. R. Ellenson will research costs for Board and Committee tablets.
- **Activities Committee.** \$5 per person was charged for this year's Egg Hunt. There is a request to do away with the cost. The Board noted that there was no security at the Oktoberfest event and because alcohol was served there needed to be. There will be security at all future events involving alcohol.
- **Rules Committee.**
  - It was moved and seconded (D. Glover/J. Keane) to approve the revised Facilities and Clubhouse sections of the Rules, which will be sent to Homeowners for 30 day review. Motion passed.
  - It was moved and seconded (D. Glover/M.Buchanan) to approve Thor Schreck as a member of the Rules Committee. Motion passed. S. Cardoza abstained.
- **Facilities Committee.** CHOA Manager P. Magee reported that we have an application for a new Committee member and the Committee will meet in the next 2 weeks.
- **Safety Committee Formation.** Tabled until November.

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## 8. PRESIDENT'S REPORT

- No President's Report for this meeting.

## 9. DIRECTOR COMMENTS

- R. Ellenson - Would like for maps to be available for Board meetings so that locations discussed could be easily found; He will bring all comments and requests he receives from Homeowners to the Manager and Board.
- S. Cardoza - Would like to establish a system of rotating Board members to be able to assist with nighttime Clubhouse rental party problems if needed by the staff member on duty; Would like to amend the Governing Documents to require that any potential Board member attend at least two Board meetings prior to the election, similar to the process of becoming an Architectural Committee member; Would like an audit of tennis and pool keys that have been given out; Would like to terminate discussions on accordion doors. D. Glover added that central railing discussion should also be terminated. Board agreed.
- T. Wright - None.
- M. Buchanan - Would like to consider a Board Member orientation meeting in 2016 - why do we do what we do? The Board needs Board books that will contain relevant information and procedures.
- D. Glover - None
- J. Keane - None

**10. INFORMATIONAL**

- **West pool Reconstruction Update.** In the packet.
- **New Leases.** 4499 Adelia Court; 4653 Sugarland Circle
- **Task List.** In the packet.

**11. ADJOURNMENT.** It was moved and seconded (T. Wright/D. Glover) to adjourn to Executive Session at 9:59 PM. Motion carried. In this Executive Session, the Board discussed a legal issue, discussed an employee issue and approved the publication of a Notice of Trustee's Sale of a property for non-payment of assessments.


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**BOARD CERTIFICATION**

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<b>I,</b>	<b>Salinda Cardoza,</b>	<b>Secretary</b>
	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 October 22, 2015 as approved by the attending directors.

  
 \_\_\_\_\_  
 Signature

12/10/15  
 \_\_\_\_\_  
 Date

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 27, 2015

**MINUTES**

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

**Also Present:** P. Magee, Collins Management

**EXECUTIVE SESSION** at 6:30 PM. In this Executive Session, the Board met with the Walnut Country Swim Team Committee to discuss legal and contract issues.

1. **CALL TO ORDER** at 9:23 PM.

2. **DIRECTOR RESIGNATION**

The Board reviewed the letter of resignation, effective October 22, 2015, from new Board member Jaime Keane, and instructed Management to put an article in the Signal announcing the resignation, noting that the By Laws allow the Board to fill a vacancy, asking any member interested in being considered by the Board to contact the Business Office by December 1, 2015, strongly recommending that they attend the November and December Board meetings so that they can see what is involved, and note that it is for a one year commitment, after which they can run for election if they wish. The Board will interview candidates at their December meeting and make their selection in January, 2016.

3. **ADJOURNMENT.** It was moved and seconded (M. Buchanan/T. Wright) to adjourn at 9:47 PM. Motion carried.

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I, Salinda Cardoza, 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 October 27, 2015 as approved by the attending directors.

  
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