

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 20, 2014

MINUTES

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

Also Present: D. Byrne, P. Collins and A. Steinberg, Collins Management

Absent: D. Glover

1. **CALL TO ORDER** at 7:06 pm following Executive Session.
2. **OPEN FORUM/GUESTS:** Several homeowners were in attendance and spoke to the Board of Directors concerning the recent termination of Association Manager J. York.

A homeowner on Lawson Court reported that during WCST events, Lawson Court becomes packed with cars and it is difficult for residents to maneuver into their driveways.

A homeowner on Canoe Birch wanted information concerning the 25% rental cap and mentioned a few homes that have been in violation for many years. He wanted to know how the Board proceeds forward with these types of homes that continue to be in violation of the Governing Documents. President Weinmann addressed the resident's concerns.

A homeowner thanked the Board for their dedication and service to the community.

The Webmaster (Stephen Bath) updated the Board concerning the website being fully operational and up-to-date. The Board thanked Stephen for his service.

3. **APPROVAL OF MINUTES.**

It was moved and seconded (Buchanan/R. Peterson) to accept the Regular Meeting Minutes of October 16, 2014. Motion carried.

4.0 **MANAGEMENT REPORT**

4.1 **Clubhouse Report**

Activities Committee. A. Steinberg reported the recent events held at the Clubhouse: The Annual Haunted House, Election Day polling, Smokestack Boutique, Walnut County Book Club and Movie Night which featured "How to Train your Dragon 2" which had 32 residents in attendance. He also mentioned the upcoming CHOA Holiday Party which is scheduled for Sunday, December 7, 2014.

- 4.2 **Lease Approvals.** It was moved and seconded (Wright/Cardoza) to approve the lease for 4408 Canoe Birch and 4409 Indigo Court. Motion carried.

- 4.3 **2014 Reserve Projects.** The following Reserve Projects have been postponed to January 2015 due to the on-site Management change.

a. **West Pool Renovation/Re-plastering.**

b. **Preschool Bathrooms.**

- 4.4 **January 1, 2015 through December 31, 2015 Insurance Renewals.** It was moved and seconded (Wright/R.Peterson) to approve the Renewal Premium of \$35,845 for the Commercial Package Insurance (which includes an increase in coverage from \$4,233,841 to \$4,894,000), Fidelity Insurance, Umbrella Policy and Directors & Officers Insurance. Motion carried.

- 4.5 **Dog Park Petition.** A petition was presented to the Board at their October 16, 2014 Meeting. President Weinmann read the petition to the audience which was in attendance. Homeowner and

previous Board Member Bill Lee volunteered to head this project for presentation to the Board at a later date. The Board accepted B. Lee's offer and thank him for taking the lead.

4.6 Rules and Regulations: It was moved and seconded (Buchanan/Wright) to approve the Policy for Recording Meetings as published in October and November Signal and attached hereto. Motion carried.

4.7 Management Transition Status. President Weinmann reported that the Board of Directors and Collins Management have hired Mr. Pat Magee to be the new on-site Manager starting December 15, 2014.

President Weinmann also reported that since the release of J. York on November 13, 2014, Collins Management has been handling the day-to-day business of the Association and things have been getting done. He thanked the membership for their understanding during the transition period.

5.0 OLD BUSINESS

5.1 4480 Camstock – Fallen Tree. At the October 16, 2014 meeting, the Board agreed to have the attorney write a follow-up letter to the homeowners. Management will need to confirm if this has been done.

5.2 Strongroom Solutions. The Board and Management discussed the newly implemented accounts payable program. The feedback has been positive and this new system adds additional checks and balances when paying vendors.

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 has also reviewed the Aging Report and requested that Management continue to review the Aging monthly in an effort to collect delinquent debt owed to the association.

6.2. Director Comments. S. Cardoza requested that the Association purchase a color copier for the Clubhouse. She also discussed the idea of adding gates for the side entrances to the property. It was agreed by all to purchase a color copier for the Clubhouse. T. Peterson would like to see a calendar of monthly violations that are sent to the homeowners. M. Buchanan questioned why the locks at the Clubhouse were not changed during the recent re-keying of the Business Office. Discussion was held. Management was requested to coordinate a plan to get the exterior doors of the Clubhouse re-keyed as soon as possible.

6.3 President's Report. M. Weinmann discussed asking previous board candidate Richard Ellenson if he would be willing to volunteer as the communications liaison. After feedback from other board members, M. Weinmann will approach Richard Ellenson prior to the December Board Meeting.

7. COMMITTEE REPORTS

7.1 Architectural Committee. S. Cardoza reported that the committee reviewed all of the various violation notices and is satisfied that the notices are adequate but requested that an "in progress" category be added. Management will coordinate the addition

7.2 Business Process Review & Redesign Committee. No report.

7.3 Landscaping Committee. T. Peterson discussed the November 5th Landscape Committee Meeting. The Minutes of the Meeting was included in the Board's monthly packet for review. It was moved and seconded (T. Peterson/M. Buchanan) to approve Landscape Care's 10-1-14 proposal for \$885 to plant 5 redwood trees on the South Slope across from Camstock to continue line of existing redwood trees. Motion carried.

T. Peterson motioned to remove R. Peterson from the Landscape committee. R. Peterson resigned before the motion was completed.

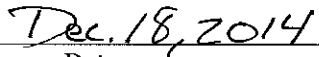
It was discussed that the committee unanimously approved to plant 4 to 5 more trees in the dog park and to add 2-3 benches. Proposals will be obtained for this project and then will be presented to the Board for their consideration.

7.4 Swim Team Liaison. D. Glover. No report. President Weinmann said that he would communicate with D. Glover concerning the concerns discussed earlier in Open Forum from Lawson Court residents regarding parking during swim clinics.

VIII. ADJOURNMENT was at 10:33pm to Executive Session.



Salinda Cardoza, Secretary



Date